

1300 W. St. Germain Street
St. Cloud, MN 56301
Tel. 320.650.2500 Fax 320.650.2501

Board of Trustees Meeting
Tuesday, January 21, 2020, 6:00 p.m.
St. Cloud Public Library Mississippi Room
Agenda

Public Open Forum—Total time: 10 minutes, each person limited to two minutes, speakers must address library related topics *not* already on the agenda, board members *will not* interact with public speaker (concerns are referred to management for follow-up), and all parties are expected to display appropriate behavior.

- | | |
|--|------|
| 1. Call to Order | 6:00 |
| 2. Introduction of New Board Members & Oath of Office | 6:01 |
| 3. Adoption/Amendment of Agenda | 6:05 |
| 4. Election of 2020 Great River Regional Library Board Officers | 6:06 |
| 4.1 President | |
| 4.2 Vice President | |
| 4.3 Secretary | |
| 4.4 Treasurer | |
| 4.5 GRRL Board Standing Committees Appointments | |
| 5. Approval of Minutes | 6:26 |
| 5.1 November 19, 2019, Board Meeting (Requested Action – Approve) | |
| 5.2 December 17, 2019, Executive Committee Meeting (Requested Action – Approve) | |
| 6. Public Open Forum | 6:28 |
| 7. Financials | 6:32 |
| 7.1 Bills (emailed) and Addendum (on table) (Requested Action – Approve) | |
| 7.2 Financial Reports (emailed) (Requested Action – Accept) | |
| 8. Consent Agenda | 6:35 |
| 8.1 Annual Financial Designations (Requested Action – Approve) | |
| a. Designation of Accounting & Distribution Supervisor as Custodian of Library Funds | |
| b. Designation of Bank Depositories | |
| c. Acceptance of Current Letter of Credit | |
| d. Designation of Signers on Bank Accounts | |
| e. Designation of Signers on Payroll and Expense Checks | |
| 8.2 Designation of Official Newspaper (Requested action – Approve) | |
| 8.3 Other | |
| 9. Communications | 6:40 |
| 9.1 Audit Engagement Agreement from BerganKDV | |
| 9.2 Library Legislative Day (verbal) | |
| 9.3 2020 Meeting Schedule | |
| 9.4 Other | |

10. Presentations	6:42
10.1 Other	
11. Staff Reports	6:42
11.1 Executive Director's Report	
11.2 Management Reports	
11.3 Building Reports	
11.4 Human Resources Reports	
11.5 Library Facility Security Audits Summary	
11.6 Summaries of 2019 Activity	
11.6.1 Unique Management	
11.6.2 Revenue Recapture	
11.7 Other	
12. Committee Reports	6:55
12.1 Finance Committee (verbal) (Requested Action – Approve)	
12.2 Personnel Committee (verbal) (Requested Action – Approve)	
12.3 Executive Committee Report (verbal)	
12.4 Fund Development Committee (verbal)	
12.5 Central Minnesota Libraries Exchange Board (verbal)	
13. Unfinished Business	7:10
13.1 Other	
14. New Business	7:10
14.1 Central Minnesota Libraries Exchange Resolution Proposal (Requested Action – Approve)	
14.1.1 Central Minnesota Libraries Exchange Board Appointment (Requested Action – Approve)	
14.2 Other	
15. Board Open Forum	7:25
16. Next Meetings: February 18, 2020, Board of Trustees Work Session March 17, 2020, Board of Trustees	
17. Adjournment	7:30

GRRL Board of Trustees 2020 Officer Elections and Committee Appointments

For all elected Board positions: An officer may succeed himself/herself, provided, however, that a President or Vice President shall not serve more than two consecutive terms. Terms are annual.

Election of Board President

2019 President – Randy Winscher (*two terms have been served*)

The President of the board shall attend all meetings, appoint all committees and serve as an ex-officio member of such committees, certify all bills approved by the board, authorize calls for special meetings and generally perform the duties of a presiding officer.

Election of Board Vice President

2019 Vice President – Lisa Fobbe (*two terms have been served*)

The Vice President shall preside in the absence of the President and shall assume the duties of the President in case of a vacancy until the next regular board meeting.

Election of Board Secretary

2019 Secretary – Michael Potter

The Secretary shall be responsible for the maintenance of a true and accurate account of all proceedings of the board meetings.

Election of Board Treasurer

2019 Treasurer – Jeff Bertram

The Treasurer shall receive and be custodian of all money belonging to the Library from whatever source derived. The Treasurer shall be the custodian of all bonds belonging to the Library. The Treasurer will serve on the Finance Committee.

The board may at its annual meeting delegate such custodial duties to the Finance Manager. That person shall be responsible for investments, maintaining cash receipts and disbursements and preparing financial statements.

Appointment of Executive Committee

2019 Executive Committee Members

Randy Winscher, President

Lisa Fobbe, Vice President

Michael Potter, Secretary

Jeff Bertram, Treasurer

Karlyn Forner

Dave Kircher

Ed Popp

In accordance with the regional library agreement an Executive Committee shall have and exercise in the intervals between regular meetings all the powers of the full board except to:

1. Set an annual operating budget and/or;
2. Overturn decision(s) which were previously enacted by a majority vote of the full Board.

This committee shall consist of one member from each political subdivision (including board officers) plus the past president if still serving on the board. Meeting times and locations shall be subject to Article V, Section 3 of these bylaws.

This committee meets irregularly as needed.

Appointment of Finance Committee

2019 Finance Committee Members

Lisa Fobbe, Chair

Jeff Bertram

Dave Kircher

Leigh Lenzmeier

Ed Popp

Michael Potter

Randy Winscher

The President shall appoint a Finance Committee to oversee GRRL's fiscal responsibilities. The committee shall consist of seven (7) voting members, consisting of a commissioner from each of the six member counties, and one citizen-at-large member.

The committee shall include the President and Treasurer who shall participate in all meetings of the Finance Committee. The President and Treasurer shall serve as ex officio members of the committee unless: (1) they also are a county commissioner serving as an official member of the Finance Committee; or (2) if the President or Treasurer is also the designated citizen member of the Finance Committee who can therefore participate as a voting member of the committee. There will never be more than 7 voting members of the Finance Committee to ensure that the Finance Committee does not become a quorum of the full Library Board of Trustees.

The Finance Committee shall have the authority to perform the following functions and other duties delegated by the full Board of Trustees:

- a. Appoint a member to participate in the annual post-audit meeting;
- b. Assist in preparation of preliminary budget;
- c. Review final draft of budget;
- d. Make recommendations regarding requests for expenses in excess of budget;
- e. Review quarterly and annual financial reports.

This committee meets most months the full Board meets; the meeting time is prior to the full Board.

Appointment of Personnel Committee

2019 Personnel Committee Members

Jayne Dietz, Chair

Jeff Bertram

Dan Bravinder

Melissa Fee

Dave Kircher

Michael Potter

Randy Winscher

The President shall appoint a Personnel Committee whose duties shall be recommendations to the Board of Trustees on personnel policy and any other matters pertaining to library personnel. The appointed members of this committee shall include the board president who is not to serve as the committee chairperson.

This committee meets as needed; the meeting time is prior to the full Board.

Appointment of Fund Development Committee

2019 Fund Development Committee Members

Jayne Dietz

Karen Pundsack, Executive Director

Mary Eberley

Breanne Johnson, Communications & Development Coordinator

Leigh Lenzmeier

Bernice Berns, Donor

Mark Thelen, Donor

The President shall appoint a Fund Development Committee tasked with supporting the library's fundraising activities and advancing fundraising at GRRL.

This committee meets quarterly.

Appointment of Library Safety & Security Committee***2019 Library Safety & Security Committee Members***

<i>Jeff Bertram</i>	<i>Karen Pundsack, Executive Director</i>
<i>Mary Eberley</i>	<i>Julie Schmitz, Associate Director – Human Resources</i>
<i>Dave Kircher</i>	<i>Neil Vig, Patron Services Coordinator</i>
<i>Leigh Lenzmeier</i>	<i>Terri Deal-Hansen, Library Services Coordinator</i>
	<i>St. Cloud Police Department representative</i>

The formation of a Library Safety & Security Committee resulted from GRRL Board discussion about library building security in June 2017. It was agreed Committee members should include GRRL staff, Board members and the St. Cloud Police Department.

This committee meets as needed.

**GREAT RIVER REGIONAL LIBRARY
BOARD OF TRUSTEES MINUTES
November 19, 2019**

A regular session of the Great River Regional Library (GRRL) Board of Trustees was called to order on Tuesday, November 19, 2019, at 6:08 p.m. in the St. Cloud Public Library Mississippi Room with Board President Randy Winscher presiding.

Members Present:

Zurya Anjum
Wayne Bauernschmitt
Jeff Bertram
Dan Bravinder
Jayne Dietz
Mary Eberley
Melissa Fee
Lisa Fobbe
Dave Kircher
Leigh Lenzmeier
Ed Popp
Michael Potter
Fran Ramler
Randy Winscher

Members Excused:

Karlyn Forner

GRRL Staff Present:

Aron Murphy
Karen Pundsack
Jay Roos
Julie Schmitz

ADOPTION/AMENDMENT OF AGENDA

Jeff Bertram made a motion to adopt the agenda as presented. Seconded by Ed Popp, the motion carried unanimously.

APPROVAL OF MINUTES

Dan Bravinder made a motion to approve the September 17, 2019, Board meeting minutes as presented. Seconded by Wayne Bauernschmitt, the motion carried unanimously.

Dave Kircher made a motion to approve the October 15, 2019, Board special session minutes as presented. Seconded by Mary Eberley, the motion carried unanimously.

PUBLIC OPEN FORUM

There were no speakers for the Public Open Forum.

FINANCIAL REPORTS

Bills

Ed Popp made a motion to approve the October and November lists of bills for payment and the November list of bills addendum. Seconded by Mary Eberley, the motion carried unanimously.

Financial Reports

Mary Eberley made a motion to accept the September and October financial reports. Seconded by Jayne Dietz, the motion carried unanimously.

CONSENT AGENDA

There were no items for the Consent Agenda.

COMMUNICATIONS**Arts & Cultural Heritage Fund FY2019 Interim Progress Report****Minitex FY2019 Year in Review**

The Board reviewed the Arts & Cultural Heritage Fund (ACHF) FY2019 Interim Progress Report and Minitex FY2019 Year in Review. The ACHF Interim Report highlighting regional events funded by the grant is required and was submitted to the state in September. University of Minnesota based Minitex provides GRRL with a wide range of services including online chat, interlibrary loan, and online databases. GRRL serves as their St. Cloud area interlibrary loan node.

PRESENTATIONS

There were no presentations.

STAFF REPORTS**Executive Director's Report**

Executive Director Karen Pundsack noted yesterday's scheduled Career Solutions Program Committee meeting listed under her activities since September was cancelled. Also, she received an email from the City of St. Cloud inquiring about the most recent St. Cloud Library lease draft. GRRL has yet to respond.

Management Reports

A few updates were provided for the Management Reports:

- Associate Director – Information Technology Jay Roos informed the Board the St. Cloud Library's Print2Go implementation did not take place as planned and will be rescheduled.
- As of Friday, November 22, the Year-End Campaign received 78 gifts totaling approximately \$4,500 towards the \$47,000 goal. Karen Pundsack stated donor solicitations were mailed last week. Friends of the Library, staff and GRRL Board solicitations were sent in the weeks prior.
- A Board member asked if the Employee Communication and Engagement Survey was required or voluntary and about its validity. Associate Director – Human Resources Julie Schmitz replied the survey was voluntary. The completion rate was good, concerns have been noted, and it is taken as valid source of staff feedback.

Building Reports

The Board was informed of the Paynesville Library closing early today due to a gas leak in town. Board members requested staff include updates in January's building report for the Howard Lake Library and the pipe under the Big Lake Library parking lot pavement.

Staff Recognition Report

Karen Pundsack pointed out that Administrative Assistant Patty Waletzko is celebrating 15 years with GRRL this month. Michael Potter commented on Library Services Coordinators Cyrene Bastien and Amy Wittmann and their years of service at GRRL. Cyrene has 24 and Amy has 31. Karen stated coordinator-level positions have had a high turnover rate due to retirements. Management has been talking about it for some time and recognizes the amount of institutional knowledge leaving. However, turnover also creates new opportunities for ideas and the budget. Amy and Cyrene have been involved with many GRRL committees and very dedicated to their communities. Michael spoke positively about his interactions with Amy.

Third Quarter Statistics

The third quarter statistics remain generally as projected. While borrower numbers are still a struggle, there was a quarter over quarter increase. This may be a result of St. Cloud's library closure due to the 2016 fire.

GRRL is working with the University of Michigan on a data capstone project. Students are using our fines and circulation data to find out if there is a measurable trend related to implementing no juvenile or young adult fines beginning June 2019. Project development is taking place now, and project work will take place during the spring semester. It is hoped their findings will help make decisions for GRRL's 2021-2025 Strategic Plan.

In some locations, circulation is starting to recover from the first quarter drop due to inclement weather. Changes have been made at the Foley Library including work on the collection; numbers have significantly improved. The libraries in Richmond and Eagle Bend are seeing significant increases.

There are now year over year statistics for the Sartell locker system. More books are moving through the system than one year ago. In response to a question, Accounting & Distribution Supervisor Aron Murphy stated there has been no direct conversation with Sartell City Administrator Mary Degiovanni about expanding the locker system. He recently met with Mary and Mayor Ryan Fitzhum to update them on locker usage and review available options such as expanded lockers, shortened hold periods, and better awareness.

AskMN FY19 Report

AskMN is a digital reference service provided by Minitex which allows patrons to chat online with a librarian 24/7. This well-used service is in its 11th year. As a partner, GRRL staffs the online chat with a librarian five hours per week and receives 24-hour coverage. AskMN is moving to a new platform which will make the chat widget on our website more responsive. Due to online promotion and strategic placement on GRRL's website, we have seen service growth.

Karen Pundsack addressed a question about declining resident borrower numbers. GRRL has experienced this trend for about five years. After a couple years of analyzing data, a borrower retention problem was noticed. Patrons seem to visit a couple of times and then not come back. In the 2021-2025 Strategic Plan, management will address borrower retention vs. gaining new borrowers. There will be focus on our collection and the user experience in an effort to improve retention.

COMMITTEE REPORTS

Finance Committee

Lisa Fobbe reported on the following items approved at the Finance Committee meeting:

Third Quarter Financial Report – The third quarter financial report reflected a combined surplus slightly higher than the approximate \$328,000 reported in September.

GRRL 2019 Budget Surplus Funds as 2021 Budget Revenue – This request was to supplant the 2021 revenue budget with \$100,000 from 2019 Budget surplus funds.

GRRL 2019 Budget Designation Requests

- **New Kimball Library – Additional Equipment, Technology and Collection:** This \$22,300 designation request, based on projections, was for technology, equipment and collection items for the new Kimball Library.

- Network Penetration Testing: This designation request, up to \$18,500, was for contracted external and internal network penetration testing by an external security expert.
- Web Site Technical Support and Consulting: This \$9,000 designation request was for technical support and consulting on GRRL's website platform, Drupal.
- Book Drop for Local Book Return Pilot: This designation request, up to \$4,000, was for a local book return pilot project. The location is not yet known; however, it will be on a current delivery route.

Open Hours Recommendations & Requests

- Pierz Additional Open Hours
- St. Michael Additional Open Hours

The recommendations and requests were for an increase of two (2) open hours for the Pierz Library and three (3) for the St. Michael Library.

Lisa Fobbe made a motion to approve the Finance Committee report as presented. Michael Potter seconded the motion.

Questions and discussion followed about the network testing, technical support and consulting. Jay Roos and Karen Pundsack commented that network security is a constant process, and because of public access, it is important our networks are secure.

Karen pointed out to the Board that a large percentage of GRRL's 2019 surplus is due to holding positions open and/or choosing to not fill them such as the Communications & Development Specialist position. Some of the surplus is being repurposed for other library uses.

Upon vote, the motion carried unanimously.

Fund Development Committee Report

Jayne Dietz reported on the November 4th Fund Development Committee meeting:

- Bernie Berns was welcomed to the Committee.
- An update on the Year-End Campaign was given.
- In hopes of boosting staff participation, Committee member Mark Thelen offered to match all staff donations up to \$2,500.
- Updates were made to GRRL's planned giving brochure and the grant policy and procedures.
- The Committee's next meeting is scheduled for January 17, 2020.

Library Safety & Security Committee Report

Jeff Bertram reported on the October 30th Library Safety & Security Committee meeting:

- Associate Director – Human Resources Julie Schmitz informed the Committee of GRRL's security audits progress. All are done as of November 1st. Audit results were generally good, and staff feel safe overall. The Committee discussed library opening/closing alone and considered having law enforcement present or adjusting schedules so two staff are present. Security needs will continue to be reviewed.
- Fire extinguishers and training on how to use them were discussed.
- Opportunities for GRRL to have AEDs were shared. There was talk about obtaining grants through local charitable organizations.
- Karen Pundsack provided the Committee with information about possible technology solutions for emergency notifications. There will be further discussion about this technology.
- St. Cloud Police Sergeant Tad Hoeschen compiled and reviewed St. Cloud Library calls of service statistics from April 29 through October 29.

- Roles of the Safety & Wellness Team and the Library Safety & Security Committee were considered. The Team is comprised of GRRL staff while the Committee is comprised of Board members and GRRL staff. Julie Schmitz shared a proposal regarding the purpose and responsibilities of the Safety & Wellness Team and how the Team and Committee might work together. This topic will be pursued at a future meeting.

A request was made to move New Business items Library Open Hours Adjustments and Library Development Policy Revisions so they could be addressed prior to the closed sessions. Farewell to Departing Members would take place last. Ed Popp made a motion to amend the agenda as requested. Seconded by Wayne Bauernschmitt, the motion carried unanimously.

NEW BUSINESS

Library Open Hours Adjustments – Eagle Bend & Rockford

The Board was informed the Eagle Bend and Rockford Libraries will be making open hours adjustments that are budget neutral effective the beginning of January 2020. Management understands both communities are aware of and support the adjustments. It is anticipated the change in hours will improve access for people who use library and positively affect circulation.

Library Development Policy Revisions

Karen Pundsack stated the Library Development policy revisions are based on recommendations in the Library Development Plan approved by the Board in October. A few policy sections were not edited because they are incorporated in the current Library Branch Agreements. Changes in the appendices align with changes in the Library Development Plan. Karen explained some of the plan's alternative services. This policy opens the door for these services should they be requested.

Lisa Fobbe made a motion to approve the Library Development policy revisions as presented. Seconded by Mary Eberley, the motion carried unanimously.

UNFINISHED BUSINESS

Executive Director Annual Evaluation – Closed Session

Jayne Dietz made a motion to close the Board meeting at 6:58 p.m. pursuant to Minnesota Statute 13D.05, Subd. 3(a) – closed meeting for employee performance review. The annual evaluation was for Executive Director Karen Pundsack for the period October 2018 through September 2019. Seconded by Mary Eberley, the motion carried unanimously. Present for the closed session were the Board members and Karen Pundsack. Associate Director – Human Resources Julie Schmitz was present to distribute the performance evaluation documents and left the room prior to the review beginning.

The Board open meeting resumed at 7:26 p.m.

BOARD OPEN FORUM

Comments from Board members included Happy Thanksgiving to everyone and best wishes for Dan and Fran who will not be returning to the GRRL Board in 2020.

NEW BUSINESS continued

Labor Negotiations Discussion – Closed Session

Ed Popp made a motion to close the Board meeting at 7:30 p.m. pursuant to Minnesota Statute 13D.03 – closed meeting for labor negotiations strategy. Seconded by Mary Eberley, the motion carried unanimously. Present for the closed session discussion were the Board members, Executive Director Karen Pundsack and Associate Director – Human Resources Julie Schmitz.

The Board open meeting resumed at 7:49 pm.

Farewell to Departing Members

Board President Randy Winscher thanked Fran Ramler and Dan Bravinder for their years of service on the GRRL Board and presented each of them with a certificate of appreciation.

NEXT MEETINGS

The Great River Regional Library Board of Trustees announced the next meetings to be held in the St. Cloud Public Library Mississippi Room:

Tuesday, December 17, 2019 – GRRL Board Executive Committee

Tuesday, January 21, 2020 – Finance Committee

Personnel Committee

GRRL Board

ADJOURNMENT

Melissa Fee made a motion to adjourn the meeting at 7:52 p.m. Seconded by Mary Eberley, the motion carried unanimously.

Board President

Board Secretary

**GREAT RIVER REGIONAL LIBRARY
EXECUTIVE COMMITTEE MINUTES
December 17, 2019**

A meeting of the Great River Regional Library (GRRL) Board Executive Committee was called to order on Tuesday, December 17, 2019, at 2:00 p.m. in the St. Cloud Public Library Mississippi Room with President Randy Winscher presiding.

Members Present:

Jeff Bertram
Lisa Fobbe
Karlyn Forner
Dave Kircher
Ed Popp
Michael Potter
Randy Winscher

Members Excused:

GRRL Staff Present:

Aron Murphy
Karen Pundsack
Julie Schmitz
Patricia Waletzko

Collective Bargaining Unit Agreements

Library Services Coordinator Unit – Local 1345
General Unit – Local 1345

Executive Director Karen Pundsack informed the Executive Committee that the Library Services Coordinator (LSC) and General Units approved their Collective Bargaining Unit Agreements for the period 2020-2022. She pointed out the most significant language change was the number of days for the employer to respond to PTO requests of one week or more. The number changed from 30 to 14 business days for the General Unit; it was new language for the LSC Unit.

A general wage increase of two (2) percent will be effective all three (3) years. Range movement within the quartiles will also be the same percentage for three (3) years. There is one difference between the two agreements: the General Unit Agreement includes language regarding a one-time one (1) percent non-base lump sum payment to two (2) employees frozen above the range maximum.

The option to reopen the agreements for 2022 was incorporated should group health insurance rates increase and the employee benefit contribution amount need to be addressed. In response to a question, Associate Director – Human Resources Julie Schmitz provided employee benefit credit details including the dollar amount and how it can be used. The benefit credit amount is pro-rated for employees working 30-39 hours per week.

Jeff Bertram requested management inform the Board of the number of employees in each pay range quartile and the total dollar amount for each quartile's movement within range increase. Karen Pundsack commented the numbers shift due to staff changes, so they will differ date to date.

Jeff Bertram suggested sending a signed letter expressing thanks and appreciation from the Board to employees for their work and years of service. Julie Schmitz informed the Committee that employees currently receive recognition and gifts for certain years of service. He felt it is important for something to come from the Board as well.

Michael Potter made a motion to approve the Library Services Coordinator Unit Agreement for the period January 1, 2020, to December 31, 2022, as presented. Seconded by Lisa Fobbe, the motion carried unanimously.

Michael Potter made a motion to approve the General Unit Agreement for the period January 1, 2020, to December 31, 2022, as presented. Seconded by Lisa Fobbe, the motion carried unanimously.

Next Meetings

The next Great River Regional Library Board of Trustees meetings to be held in the St. Cloud Public Library Mississippi Room will be Tuesday, January 21, 2020:

- Finance Committee
- Personnel Committee
- GRRL Board

ADJOURNMENT

Randy Winscher adjourned the meeting at 2:20 p.m.

Board President

Board Secretary



Annual Financial Designations

Submitted by Karen Pundsack, Executive Director

Aron Murphy, Accounting & Distribution Supervisor

BOARD ACTION REQUESTED

☐ Information

☐ Discussion

☒ Approve/Accept

RECOMMENDATION

Approve the designation of library fund custodial duties, depository designations, current letter of credit, and signer designations as detailed in the attached documents.

BACKGROUND INFORMATION

☒ Supporting Documents Attached

- Statement of GRRL's Annual Financial Designations
- Federal Home Loan Bank of Des Moines Letter of Credit No. 2234-3808

FINANCIAL IMPLICATIONS

Estimated Cost: \$ N/A

Funding Source:

Budgeted: ☐ Yes ☐ No ☒ N/A

ACTION

☐ Passed

☐ Failed

☐ Tabled

Great River Regional Library Annual Financial Designations

a. Designation of Accounting & Distribution Supervisor as Custodian of Library Funds

The Service Agreement, in Section 4.1 states the following:

The treasurer shall receive and be custodian of all money belonging to the Library from whatever source derived. The treasurer shall be the custodian of all bonds belonging to the Library.

The Board may at its annual meeting delegate such custodial duties to the Accounting & Distribution Supervisor. That person shall be responsible for investments, maintaining cash receipts and disbursement, and preparing financial statements.

b. Designation of Bank Depositories

The following banking services have been established for Great River Regional Library:

Bremer Bank, N.A.

Expense Account
Payroll Account
Petty Cash Checking Account
Savings Account

Magic Fund

Savings Account
Investments

It is necessary for the Board to designate the banks as approved depositories for Great River Regional Library.

c. Acceptance of Current Letter of Credit

The following amounts are assigned to Great River Regional Library:

\$150,000 Letter of Credit #2234-3808 dated October 25, 2019, secured by the Federal Home Loan Bank of Des Moines.

A copy of the above document is attached for your review. Acceptance of this document by the Board is needed.

d. Designation of Signers on Bank Accounts

Karen Pundsack, Executive Director; the newly elected President of the Great River Regional Library Board; Aron Murphy, Accounting & Distribution Supervisor; and Linda Treb, Accounting Specialist, are designated as signers on the main checking, petty cash, savings, and investment bank accounts.

Karen Pundsack, Executive Director; the newly elected President of the Great River Regional Library Board; Julie Schmitz, Associate Director – Human Resources; Aron Murphy, Accounting & Distribution Supervisor; and Brenda Olinger, Payroll & Benefit Coordinator are designated as signers on the payroll account.

Designation of these employees as signers by the Board is required. This allows them to make deposits and transfer funds between accounts.

e. Designation of Signers on Payroll and Expense Checks

Karen Pundsack, Executive Director; the newly elected President of the Great River Regional Library Board; Aron Murphy, Accounting & Distribution Supervisor; and Linda Treb, Accounting Specialist, need to be designated as the signers on the checks for the main checking and petty cash expense accounts.

Karen Pundsack, Executive Director; the newly elected President of the Great River Regional Library Board; Julie Schmitz, Associate Director – Human Resources; Aron Murphy, Accounting & Distribution Supervisor; and Brenda Olinger, Payroll & Benefit Coordinator need to be designated as signers on the checks for the payroll accounts.

Designation of these employees as signers by the Board is required.



LETTER OF CREDIT NO. 2234-3808

Effective Date: October 25, 2019

Great River Regional Library
aronm@grrl.lib.mn.us
1300 @ St Germain St
St Cloud, MN 56301
Attention: Aron Murphy

Dear Sir/Madam:

We have established this irrevocable and unconditional Letter of Credit ("Letter of Credit") in your favor as beneficiary ("Beneficiary") and you are hereby irrevocably authorized to draw on the Federal Home Loan Bank of Des Moines (the "Bank"), Irrevocable Standby Letter of Credit No. 2234-3808 for the account of Bremer Bank, National Association, Saint Paul, MN (the "Member"), available upon the terms and conditions hereinafter set forth, an aggregate amount not exceeding \$150,000.00 ("Stated Amount").

1. Funds under this Letter of Credit are available to you against our receipt by the Bank of a certificate in the form attached as Exhibit "A" hereto (a "Drawing") which Drawing may be for all or any part of, but shall not exceed, the Stated Amount.
2. Presentation of such certificate(s) shall be made: (a) at our office located at 909 Locust Street, Des Moines, Iowa 50309, (b) via facsimile to 515.699.1250, or (c) via email to moneydesk@fhlbdm.com. We hereby agree that all drafts drawn under and in compliance with the terms of this Letter of Credit will be duly honored by us upon delivery of the certificate(s), as specified, if presented as described in this paragraph on or before the expiration date hereof.
3. If a drawing in respect of payment is made by you hereunder on a business day on or prior to the Expiration Date, and provided that such drawing and the documents presented in connection therewith conform to the terms and conditions hereof, payment shall be promptly made to you or to your designee, of the amount specified, which shall not exceed, with other draws previously submitted and not repaid, the Stated Amount in immediately available funds, within three (3) business days of the receipt of such drawing. If a drawing made by you hereunder does not, in any instance, conform to the terms and conditions of this Letter of Credit, we will give you prompt notice stating the reasons therefore and that we are holding any documents presented to us at your disposal or are returning the same to you, at our discretion. Upon being notified that the drawing was not in accordance with the Letter of Credit, you may attempt to correct any such drawing if, and to the extent that, you are entitled (without regard to the provision of this sentence) and able to do so.
4. As used herein "business day" shall mean any day other than a Saturday, Sunday, a day on which financial institutions in the State of Iowa are authorized or required by law to close or on which the Fed wire system of the Federal Reserve Board is closed for fund transfers.

5. Only you may make a drawing under this Letter of Credit. Upon the payment to you, to your designee or to your account of the amount specified in a sight draft(s) drawn hereunder, we shall be fully discharged on our obligation under this Letter of Credit with respect to such sight draft(s) and we shall not thereafter be obligated to make any further payments under this Letter of Credit in respect of such sight draft(s) to you or any other person.
6. This Letter of Credit shall automatically terminate upon the earlier of (i) the making by you of a drawing which reduces the available balance hereunder, to \$0, or (ii) the date on which we receive notice from you, signed by an Authorized Officer, indicating that such letter of credit is being returned to the Bank for cancellation, (iii) thirty (30) days following notice from the Bank of a default by the Member pursuant to the various agreements between the Bank and the Member and payment to you on or before such thirtieth (30th) day of the full amount of the letter of credit, and (iv) 12:00 p.m. Iowa time on January 24, 2020 (after honoring any draws received in accordance with the Letter of Credit) (the "Initial Expiration Date")..
7. This Letter of Credit is issued subject the International Standby Practices 1998 ("ISP 98"). This Letter of Credit shall also be governed by the laws of the State of Iowa to the extent not inconsistent with ISP 98. If this Letter of Credit expires during an interruption of business, as described in ISP 98, the Bank hereby specifically agrees to effect payment if this Letter of Credit is drawn against within 30 days after the resumption of business.
8. This Letter of Credit sets forth in full our undertaking, and such undertaking shall not in any way be modified, amended, amplified or limited by reference to any document, instrument or agreement referred to herein except only the certificate(s); and any such reference shall not be deemed to incorporate herein by reference any document, instrument or agreement except for such certificate(s).

FEDERAL HOME LOAN BANK OF DES MOINES
909 Locust Street
Des Moines, IA 50309

By: 

Title: Money Desk Lead Specialist Oct 25, 2019

Effective Date: October 25, 2019

LETTER OF CREDIT NO. 2234-3808

EXHIBIT A**DRAWING CERTIFICATE**

The undersigned, a duly authorized officer of Great River Regional Library (the "Beneficiary") hereby certifies to the Federal Home Loan Bank of Des Moines (the "Bank") with reference to Irrevocable Standby Letter of Credit No. 2234-3808 (the "Letter of Credit") (any capitalized term used herein and not defined shall have its respective meaning as set forth in the Letter of Credit) issued by the Bank in favor of Beneficiary, that:

1. An Event of Default has occurred pursuant to agreements between the Beneficiary and your Member which authorizes a draw upon this Letter of Credit.
2. The amount of the drawing when added to the amount of any other drawing under the Letter of Credit made simultaneously herewith, does not exceed the Stated Amount of the Letter of Credit.
3. Payment by the Bank pursuant to this drawing shall be made by wire transfer in immediately available funds to _____, ABA Number _____, Account Number _____, Attention: _____, Re: _____.

IN WITNESS WHEREOF, this Certificate has been executed this ____ day of _____, 20____.

GREAT RIVER REGIONAL LIBRARY

By _____

Title: _____



Official Newspaper Designation

Submitted by Karen Pundsack, Executive Director

BOARD ACTION REQUESTED

☐ Information

☐ Discussion

☒ Approve/Accept

RECOMMENDATION

Designate the *St. Cloud Times* as GRRL's official newspaper for public announcements and legal notices.

BACKGROUND INFORMATION

☐ Supporting Documents Attached

GRRL began designation of an official newspaper in 2017. The *St. Cloud Times* was designated in 2017, 2018, and 2019.

FINANCIAL IMPLICATIONS

Estimated Cost: \$ 0

Funding Source:

Budgeted: ☐ Yes ☐ No ☒ N/A

ACTION

☐ Passed

☐ Failed

☐ Tabled

bergankDV

Sent via electronic mail to: karenp@grrl.lib.mn.

December 2, 2019

Great River Regional Library,
Board of Directors Karen Pundsack, Director
1300 West St. Germain Street
St. Cloud, MN 56301

Dear Ms. Pundsack:

This letter is to confirm and summarize our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide.

Summary of Engagement Terms:

Level of Attest Service: Audit in accordance with Governmental Auditing Standards (Governmental)

Financial Statements: Governmental activities and the General Fund

Financial Reporting Framework: Accounting Principles Generally Accepted in the United States of America

Period: As of and for the Year Ended December 31, 2019

Required Supplementary Information: Management's Discussion and Analysis, Schedule of Library's and Non-employer's Proportionate Share of Net Pension Liability - Minnesota PERA, Schedule of Library's Contributions to Retirement Fund - Minnesota PERA

Supplementary Information:

- **Combining and Individual Fund Financial Statements and Schedules/Supplemental Schedules:** Opinion in relation to the financial statements as a whole
- **Introductory Section and Statistical Section of the Comprehensive Annual Financial Report:** N/A

Engagement Partner: Nancy Schulzetenberg

Fees: We estimate that our fees for these services will be \$13,750 for the audit, and \$3,600 for the non-audit services including accrual trial balances and preparation of the financial statements.

Non-attest Services: Preparation of the financial statements/schedule of federal awards, if applicable.

We appreciate the opportunity to be of service to you and believe this letter and attached **audit engagement agreement** accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter and as further detailed in the attached **audit engagement agreement**, please acknowledge your acceptance by signing and returning it to us.

I have read and I agree to the summary of engagement terms listed above and the terms in the attached audit engagement agreement.

Sincerely,

Nancy Schulzetenberg

Nancy Schulzetenberg, Certified Public Accountant
BerganKDV

Acknowledged by:

Karen Pundsack
Karen Pundsack (Dec 3, 2019)

Title: Executive Director



AUDIT ENGAGEMENT AGREEMENT | Governmental – Yellow Book Audit

This agreement is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we are to provide.

We will audit the financial statements as identified in the summary of engagement terms, including the related notes to the financial statements, which collectively comprise the basic financial statements of the governmental entity. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the governmental entity's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the governmental entity's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The required RSI is identified in the summary of engagement terms and will be subjected to certain limited procedures but will not be audited.

We may also be engaged to report on supplementary information other than RSI that accompanies the governmental entity's financial statements. If we opine on the supplementary information, accompanying the financial statements as identified in the summary of engagement terms, we will subject the supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and we will provide an opinion on it in relation to the financial statements as a whole.

If we do not provide an opinion or any assurance on the supplementary information other than RSI as identified in the summary of engagement terms, the other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements and our auditor's report will not provide an opinion or any assurance on that other information.

AUDIT OBJECTIVES

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with the financial reporting framework identified in the summary of engagement terms and to report on the fairness of the supplementary information for which we opine on as identified in the summary of engagement terms when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and will include tests of the accounting records of the governmental entity and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the governmental entity's financial statements. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by Government Auditing Standards. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the governmental entity is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in Government Auditing Standards may not satisfy the relevant legal, regulatory, or contractual requirements.

AUDIT ENGAGEMENT AGREEMENT | Governmental – Yellow Book Audit

AUDIT PROCEDURES – GENERAL

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, Government Auditing Standards do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with auditing standards generally accepted in the United States of America and Government Auditing Standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by auditing standards generally accepted in the United States of America.

AUDIT PROCEDURES – INTERNAL CONTROL

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Government Auditing Standards.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and Government Auditing Standards.

AUDIT PROCEDURES – COMPLIANCE

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the governmental entity's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to Government Auditing Standards.

OTHER SERVICES

We will also assist in preparing the financial statements and related notes of the governmental entity in conformity with the financial reporting framework identified in the summary of engagement terms based on information provided by you. These non-attest services do not constitute an audit under Government Auditing Standards and such services will not be conducted in accordance with Government Auditing Standards.

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We may provide other non-attest services, as identified in the summary of engagement terms. These services may not be fully covered under this engagement agreement and may be billed separately under other agreements with you.

We will perform the services in accordance with applicable professional standards. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

MANAGEMENT RESPONSIBILITIES

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with the financial reporting framework identified in the summary of engagement terms, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with the financial reporting framework identified in the summary of engagement terms. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with the financial reporting framework identified in the summary of engagement terms; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with the financial reporting framework identified in the summary of engagement terms; (3) the methods of measurement or presentation have not changed from those used in the prior period; and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this agreement. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

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You agree to assume all management responsibilities for the non-attest services identified in the summary of engagement terms and any other non-attest services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the non-attest services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

THIRD-PARTY SERVICE PROVIDERS

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

ENGAGEMENT ADMINISTRATION, FEES, AND OTHER

We understand that your employees will prepare all cash, accounts receivable or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the governmental entity; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of BergankDV and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to oversight, regulatory, state agencies or their designees pursuant to authority given to them by law or regulation, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of BergankDV personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the oversight, regulatory or state agencies. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

The engagement partner, as identified in the summary of engagement terms, is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fees for these services are detailed in the summary of engagement terms. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination. A service charge of 1% per month, which is an annual rate of 12%, will be added to all accounts unpaid 30 days after billing date. If collection action is necessary, expenses and reasonable attorney's fees will be added to the amount due.

You may request that we perform additional services not contemplated by this engagement agreement or summary of engagement terms. If this occurs, we will communicate with you regarding the scope of the additional services and the

AUDIT ENGAGEMENT AGREEMENT | Governmental – Yellow Book Audit

estimated fee. We also may issue a separate engagement agreement and summary of engagement terms covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement agreement and summary of engagement terms.

During the course of our engagement, we may accumulate records containing data which should be reflected in your books and records. You will determine that all such data will be so reflected. Accordingly, you will not expect us to maintain copies of such records in our possession.

This engagement agreement and summary of engagement terms includes your authorization for us to supply you with electronically formatted financial statements or drafts of financial statements, financially sensitive information, spreadsheets, trial balances or other financial data from our files, upon your request.

If you intend to publish or otherwise reproduce the financial statements and make reference to our Firm name, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed. Additionally, if you include our report or a reference to our Firm name in an electronic format, you agree to provide the complete electronic communication using or referring to our name to us for our review and approval prior to distribution.

During the course of our engagement, we will request information and explanations from management regarding the entity's operations, internal controls, future plans, specific transactions, and accounting systems and procedures. At the conclusion of our engagement, we will require, as a precondition to the issuance of our report, that management provide certain representations in a written representation letter. The procedures we will perform in our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the written and oral representations that we receive from management. Accordingly, false representations could cause us to expend unnecessary efforts or could cause a material error or a fraud to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity's financial statements that we may fail to detect as a result of false or misleading representations that are made to us by management.

Any disputes between us that arise under this agreement, or for a breach of this agreement, or that arise out of any other services performed by us for you, must be submitted to nonbinding mediation before either of us can start a lawsuit against the other. To conduct mediation, each of us shall designate a representative with authority to fully resolve any and all disputes, and those representatives shall meet and attempt to negotiate a resolution of the dispute. If that effort fails, then a competent and impartial third party acceptable to each side shall be appointed to hold and conduct a nonbinding mediation proceeding. You and we will equally share in the expenses of the mediator and each of us will pay for our own attorneys' fees, if any. No lawsuit or legal process shall be commenced until at least 60 days after the mediator's first meeting with the parties.

The nature of our engagement makes it inherently difficult, with the passage of time, to present evidence in a lawsuit that fully and fairly establishes the facts underlying any dispute that may arise between us. We both agree that notwithstanding any statute of limitation that might otherwise apply to a claim or dispute, including one arising out of this agreement or the services performed under this agreement, or for breach of contract, fraud or misrepresentation, a lawsuit must be commenced within 24 months after the date of our report. This 24-month period applies and starts to run on the date of each report, even if we continue to perform services in later periods and even if you or we have not become aware of the existence of a claim or the basis for a possible claim. In the event that a claim or dispute is not asserted at least 60 days before the expiration of this 24-month period, then the period of limitation shall be extended by 60 days, to allow the parties to conduct nonbinding mediation.

Our role is strictly limited to the engagement described in this agreement and summary of engagement terms, and we offer no assurance as to the results or ultimate outcomes of this engagement or of any decisions that you may make based upon our communications with, or our reports to you. Your entity will be solely responsible for making all decisions concerning the contents of our communications and reports, for the adoption of any plans and for implementing any plans you may develop, including any that we may discuss with you.

You agree that it is appropriate to limit the liability of BergankDV, its shareholders, directors, officers, employees and agents and that this limitation of remedies provision is governed by the laws of Minnesota, without giving effect to choice of law principles.

You further agree that you will not hold us liable for any claim, cost or damage, whether based on warranty, tort, contract or other law, arising from or related to this agreement, the services provided under this agreement, the work product, or for any plans, actions or results of this engagement, except to the extent authorized by this agreement. In no event shall we be liable to you for any indirect, special, incidental, consequential, punitive or exemplary damages, or for loss of profits or loss of goodwill, costs or attorney's fees.

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The exclusive remedy available to you shall be the right to pursue claims for actual damages that are directly caused by acts or omissions that are breaches by us of our duties under this agreement.

SEVERABILITY

If any portion of this engagement agreement and summary of engagement terms is held to be void, invalid, or otherwise unenforceable in whole or in part, for any reason whatsoever, such portion of this engagement agreement and summary of engagement terms shall be amended to the minimum extent required to make the provision enforceable and the remaining portions of the engagement agreement and summary of engagement terms shall remain in full force and effect.

POWER AND AUTHORITY

Each of the parties hereto has all requisite power and authority to execute and deliver this engagement agreement and summary of engagement terms and to carry out and perform its respective obligations hereunder. This agreement constitutes the legal, valid and binding obligations of each party, enforceable against such party in accordance with its terms.

PEER REVIEW REPORT

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of contract. Our 2017 peer review report is attached as follows.

AUDIT ENGAGEMENT AGREEMENT | Governmental – Yellow Book Audit

**Report on the Firm's System of Quality Control**

October 16, 2017

To the Partners of BergankDv, Ltd.
and the Peer Review Committee of the Minnesota Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of BergankDv, Ltd. (the firm) in effect for the year ended March 31, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

211 S. 84th Street
Lincoln, NE 68510
www.bmgcpas.com

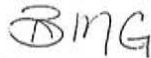
Phone: 402.483.7781
Fax: 402.483.5198
Email: info@bmgcpas.com

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Opinion

In our opinion, the system of quality control for the accounting and auditing practice of BergankDV, Ltd. in effect for the year ended March 31, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. BergankDV, Ltd. has received a peer review rating of *pass*.

BMG Certified Public Accountants, LLP



Lincoln, Nebraska



1300 St. Germain Street West
St. Cloud, Minnesota 56301
Tel. 320.650.2500 Fax 320.650.2501

Board of Trustees 2020 Meeting Schedule

St. Cloud Public Library at 6:00 p.m.

The scheduled dates are (the third Tuesday of the designated month):
Special meetings are outside of regular schedule, notice pursuant to Minn. Statute 13D.04, Subd. 1

January 21 – Annual Meeting

February 18 – Work Session

March 17

April 21 – Work Session

May 19

June 16 –Work Session

July 21

August 18 – Work Session

September 15

October 20 – Work Session

November 17

December 15 – Work Session

Executive Director's Report January 2020

Strategic Plan 2021-2025 Update

We continue to follow the timeline established last April. In December, the Leadership Team began looking through Edge Assessment results, a comparison of user/non-user survey results, and community meeting themes as a start to the next strategic plan. In the coming weeks, we will also take the results from the Theory of Change staff small group meetings and compile them into a draft Theory of Change.

I met online with Janice Jaguszewski, who will be the facilitator for our April Strategic Planning workshop. She and I are working on the outline for a two-hour session. Janice is Associate University Librarian and Director of the Health Sciences Libraries at University of Minnesota. She is a trained facilitator and successfully led similar discussions at East Central Regional Library (ECRL) last year. We will be taking a user-focused approach to our conversations in April.

In January, we will hold a staff meeting to discuss how to incorporate diversity, equity and inclusion principles into our services and workplace. Invitations to the meeting went out to staff representing nine libraries as well as five departments within St. Cloud across a variety of positions. Attendees include staff members who have gone to a voluntary training on diversity, equity and inclusion in the past two years. These trainings were offered through a variety of sources, including the St. Cloud Chamber of Commerce, State Library Services, and Partner for Student Success. I also invited staff from libraries that either recently focused on outreach to immigrants or worked with their local community diversity committee. Our goal is to come up with action steps to make the library an even more welcoming place.

Next steps for strategic plan development will be:

- Review strategic plan statistical targets – February 2020 GRRL Board work session
- Complete Theory of Change
- Compile community goals from existing partners – counties, cities, economic development, workforce development, educational partners
- April 2020 GRRL Board work session – facilitated goal-setting workshop with GRRL Board, Leadership Support Team (LST), other staff members, and stakeholders
- Meet with Patron and Library Services Coordinators to develop local goals
- LST will synthesize workshop feedback into final draft 2021-2025 Strategic Plan
- November 2020 – review and approve plan – GRRL Board

Leadership Support Team (LST)

As noted above, LST is focusing on strategic plan progress and next steps. We reviewed third quarter statistics and strategic plan progress. We continue to see lingering effects from inclement weather closures at the beginning of 2019. Circulation is down in many libraries and regional program attendance is also down. Borrower numbers saw the first quarter over quarter increase since 2011. However, it seems this increase is at least partly due to the St. Cloud Library fire closure in 2016. On the brighter side, circulation is up in eight libraries - Albany, Annandale, Eagle Bend, Melrose, Pierz, Richmond, Royalton, and Sauk Centre. Foley also saw a marked change in activity over the summer. Sartell GRRL2Go now has year-over-year data, and usage is increasing.

LST continued our discussion about first-time user experience and borrower retention. A work group will be forming to explore this topic in depth – readers’ advisory best practices, collection merchandising, library card registration experience. The two questions this work group will explore are:

- What should the first-time library experience look like?
- How can we provide a better browsing experience in the stacks?

The welcome email series launched by Communications & Development this year is one metric we can use to see what new patrons are interested in. The open rate on these emails is 36.6 percent, much higher than the industry standard of 20 percent. Top links include griver.org/events, find.griver.org and griver.org/services/e-books.

Another topic was questions LST members are receiving about fundraising and the budget. Fundraising is a separate and growing revenue stream for GRRL. It is long-term money used to support larger projects like Read Down Your Fines, Lucky Day, and the local collection mini-grants. The budget is separate from fund development and is developed annually. It supports our day-to-day operations. At the beginning of the year, we will develop FAQs and hold staff discussions on the budget to answer some of these questions.

We also reviewed team and work group feedback and set a plan for 2020. A target for last year was team and work group members report satisfaction with team processes and effectiveness. Based on the recent teams and work groups survey, we met this goal. We have many staff members across the region involved, and this is working well for the library. Several teams and work groups will be seeking new members this year. The following teams and work groups will continue in 2020:

- Public Services Team: responsible for the interpretation, implementation, and organization of public service policies and procedures for staff and library users. They will be looking for some new members this year.
- Leadership Support Team: responsible for developing, planning, and implementing the GRRL Strategic Plan and regional cross-department initiatives.
- Safety & Wellness Team: purpose is to promote safety and wellness in the workplace and at home. New members this year are Ariel Kirst and Kathy Nevala.
- St. Cloud Building Team: responsible for the safety and proper care of the building and all the systems that keep the building running safely, properly, and efficiently for staff and public.
- St. Cloud Security Team: serve as liaisons with the St. Cloud Police Department (SCPD) and Community Crime Impact Team.
- Think Tank: responsible for implementing region-wide patron service initiatives. Subgroups include Homebound Delivery and Beanstack Challenge Creators.
- Content Work Group: Tasked with implementing content marketing strategies to expand GRRL's digital presence.

Library Safety & Security Committee

In late November, committee members viewed demonstrations for two technology solutions for staff notification. We learned how these products could be used and discussed with our SCPD liaisons what might work best with our local dispatch. We are moving forward with adding mobile panic buttons in libraries that do not have them and will continue to research notification options for the St. Cloud Public Library.

Reciprocal Registration Pilot

Over the past couple of months, I have worked with ECRL Director Carla Lydon to develop a reciprocal registration process between our library systems. ECRL has created a process they are using with Arrowhead Library System, and asked we try it at GRRL. The regional library boundary runs through Princeton, creating a barrier for residents who wish to use their local library. Elk River also serves a significant number of ECRL patrons. With the help of Brandi Canter and Elk River Library staff, we now have an experimental process between the Elk River and Princeton libraries. As of this writing, each library has successfully registered a patron from the neighboring library system. If this project is successful, we will expand it to other libraries that serve communities on our borders.

Minitex Director Search

I continued to serve on the Minitex director search committee through November. I am excited to report Maggie Snow has been appointed Director of Minitex, beginning February 24. Maggie brings significant experience to the role. She now serves as Director of the Anoka County Library, an eight-branch system serving 340,000 residents.

Highlighted Executive Director Activities since November Board Meeting

Nov. 20 - LST Board follow-up meeting
 Nov. 21 – Sherburne County Community Partners meeting
 Nov. 22 – Minitex Director On-site Interviews
 Nov. 26 – Library Safety & Security Committee product demonstrations
 Nov. 27 – LST meeting
 Dec. 4 – MLA Legislative Committee, meeting with Filsan Talent Partners about 2020 Dine & Dialogue programs
 Dec. 6 – Conference call with University of Michigan School of Information students on data analytics project
 Dec. 9 – Worked CRPLSA booth at Association of Minnesota Counties Conference
 Dec. 12 – Lunchtime Learning: Building a High-Performing Sales Culture, Reading Room Society meeting
 Dec. 17 – GRRL Board Executive Committee Meeting, met with PFSS/UW on 21st Learning Centers grant
 Dec. 18 – LST meeting
 Dec. 19 – Orientation meeting with SCPL Circulation Coordinator Rosanna Backen
 Jan. 3 – LST strategic planning meeting, online meeting with strategic plan facilitator
 Jan. 9 – St. Cloud Chamber Legislative preview, meeting with ECRL director Carla Lydon & CMLE director Mary Wilkins Jordan, Reading Room Society meeting
 Jan. 13 – Career Solutions program committee
 Jan. 14 – GRRL new board member orientation
 Jan. 15 – Staff small group meeting on diversity, equity and inclusion efforts
 Jan. 17 – Fund Development Committee meeting

Management Reports January 2020

Brandi Canter Lead Patron Services Supervisor

I am excited to announce we have hired Shelly Kuelbs, formerly Library Assistant in Foley, as Library Services Coordinator for the Clearwater and Foley Libraries. Shelly started her position December 30. She and I have been working closely to develop schedules for the new, shared team so we can post for open positions.

We are also happy to welcome Beth Coloumbe as a new Library Assistant for the Cokato and Howard Lake Libraries and welcome back Susie Wulf as an Assistant substitute based out of Rockford.

Beanstack

Beanstack is off and running. Just five days into our Winter Reading Program, we already have 424 Beanstack registrations and 705 badges earned. We also have 61 kids signed up for the Master of Minutes program for ages 5 to 12 (with 101 badges earned already!). A total of 254 people of all ages signed up for our 2020 Year in Reading challenge!

Along with introducing Beanstack, we made some big changes to Winter Reading Program (WRP) this year; instead of counting books read, we are counting days read. Staff in one of our locations have already heard from some storytime moms who are very excited about WRP this year. They shared that this is the first year they are able to participate in Winter Reading Program, because while they are too busy to read five novels to put in a single drawing slip, they do read every day.

Now that Beanstack has launched to the public, my role is significantly reduced as challenge creation shifts to Think Tank members. Connie Laing, Patron Services Librarian, will continue her leadership role with the program. She is joined by Chris Mallo, Patron Services Coordinator, and Jade Lauber, Patron Services Librarian. These three will develop new and ongoing reading challenges while working closely with the Content Workgroup and Communications & Development department to promote the programs.

If you are interested in checking out Beanstack, you can find more information here:

<https://griver.org/services/beanstack>

Public Services Team (PST)

PST held our final meeting of 2019 on December 17. The team accomplished a lot this year. Highlights include:

- Online library card renewal and registration for adult patrons, including eCards for those who only want digital access,
- Recommendations for updates to the Enterprise catalog,
- Updates to the library card registration form,
- Updates to FAQ pages on www.griver.org,
- Updating and sorting the forms page,
- Recommendations for rollout of Fines Free for juvenile and young adult materials, and
- Procedures for Print2Go and Internet reservations.

Breanne Johnson
Communications and Development Coordinator

Fundraising

We have wrapped up our 2019 Year-End Campaign, previously referred to as our “Annual Appeal.” Within our campaign, we prepared separate appeals (solicitations): Board, staff, Friends of the Library members, and donors. The public campaign ended on December 31st; however, Accounting will receipt donations for this campaign through the end of January. As of January 6th, we have raised a total of 503 gifts totaling to \$38,050.50. Our 2019 dollar goal is \$47,510. We wished to have 100 percent Board participation and ended 2019 with 66 percent. Another goal is to have 17 percent staff participation and currently have almost 9 percent.

For the 2019 calendar year, Great River Regional Library raised \$129,554.54 from 1,632 gifts. A total of 15 percent of staff and 66 percent of the GRRL Board of Trustees gave during the 2019 calendar year.

I will be conducting one-on-one meetings with our Library Services Coordinators (LSCs) during the month of January to talk about and strategize for our upcoming Locally Growin’ campaign, happening in March 2020. This campaign focuses on local efforts, 100 percent of proceeds go to their local library and raise money for a special “wish.” Last year some exciting wishes included magic shows, pallet painting classes, and a visit from the ExploraDome.

Communications

With the Content Workgroup, we continue to add more local branch Facebook pages and engage with our patrons on social media. We also are creating relevant content on the griver homepage to continue to drive patron visits and more exploration.

Ryan McCormick
Patron Services Supervisor

Personnel

Chris Pommerenke has been hired as the new Library Services Coordinator in Buffalo. She will be replacing Amy Wittmann who retired in December after 31 years at Great River. Welcome aboard, Chris!

Think Tank

Think Tank continues working to develop region-wide programs and services, including a new, personalized approach to Readers’ Advisory. Through this service, patrons will be able to get book suggestions, based on their own interests, from library staff. We hope to launch this effort sometime this spring. The group has also been evaluating GRRL’s “Step out with STEM,” early literacy outreach initiative. Each fall, branches are asked to visit a preschool in their community and present a program that combines literacy with science, technology, engineering, and math concepts. We are currently gathering feedback from branches to see how we can best support them in this work.

Aron Murphy
Accounting and Distribution Supervisor

Accounting

This information is provided based on a Board request for more transparency around GRRL investments:

Matured CDs:

Institution Name	Maturity Date	Amount	Gross Rate	Interest
Northeast Community Bank, White Plains, NY	11/18/19	\$ 243,000.00	3.05%	\$ 7,421.44
Sonabank, Mc Lean, VA	12/09/19	\$ 242,000.00	3.00%	\$ 7,299.78
Capital Community Bank, Provo, UT	12/18/19	\$ 242,000.00	3.05%	\$ 7,381.00
Landmark Community Bank, Collierville, TN	01/09/20	\$ 242,000.00	2.95%	\$ 7,139.00

Purchased CDs:

Institution Name	Purchase Date	Amount	Gross Rate	Interest @ Maturity
Vast Bank, Tulsa, OK	11/18/19	\$ 245,000.00	1.75%	\$ 4,287.50
Gbc International Bank, Los Angeles, CA	12/02/19	\$ 175,000.00	1.70%	\$ 2,942.40
Franklin Synergy Bank, Franklin, TN	12/09/19	\$ 245,000.00	1.65%	\$ 4,042.50
Gateway First Bank, Cherokee, OK	12/18/19	\$ 245,000.00	1.95%	\$ 4,777.50
Southern States Bank, Anniston, AL	12/31/19	\$ 175,000.00	1.78%	\$ 3,115.00
Prospect Bank, Paris, IL	01/09/20	\$ 245,000.00	1.75%	\$ 4,287.50

Distribution

The new 2020 Jeep Compass was delivered in early December 2019 and has been fully wrapped. The vehicle is now in service.

Jay Roos**Associate Director – Information Technology**Server Infrastructure

Two servers and a storage array came up for replacement in 2019. The servers had increasing maintenance contract costs due to age, and the storage array was completely out of support. We acquired a new array with the Board's approval and purchased two servers as part of our routine replacement schedule. All three units are in place and operating smoothly.

Integrated Library System Upgrade

In November, we upgraded our Integrated Library System (ILS), Horizon. This was a routine maintenance upgrade that fixed a few long-standing issues. As with any upgrade, we experienced wrinkles and are working with our vendor to resolve issues that appeared following the upgrade.

Wireless (Print2Go) Printing

Implementation of our new printing solution for patrons' personal devices is nearly complete. The new service has been branded Print2Go in keeping with our other services GRRL2Go and Wifi2Go.

Since September 1, 2019, we implemented the new system, which includes computer reservation and print management in addition to Print2Go. Only St. Cloud remains to be migrated. We were set to upgrade and discovered the workflow that works everywhere else is not usable for St. Cloud. Our vendor is working on an enhancement, and we hope to finish this project soon.

Julie Schmitz
Associate Director – Human Resources

The Human Resources (HR) Department focused on our year-end activities during the last couple of months. Some of these activities include:

- Preparing Employee Notices for all employees with their annual wage increases as required by Minnesota's new Wage Theft Law.
- Importing wage increases to be effective on the January 17, 2020, payroll.
- Reviewing the accuracy of our W-2's for distribution later this month.
- Updating employee enrollments for benefits.
- Adjusting benefit deductions on the first payroll of 2020.
- Submitting OSHA reporting for all GRRL locations for 2019.
- Compiling end of year statistics for the volunteer recognition program and other reports.

There was also significant recruiting that we worked on to fill two Library Services Coordinator (LSC) openings in December and other openings at our branches. As mentioned in previous updates, HR is performing more of the recruitment process such as interviewing, checking references, submitting new hire paperwork, conducting Day One Orientation, etc.

Some ongoing projects we are focusing on include updating our records retention schedule for HR-related data, as well as cleaning up data that no longer needs to be retained according to our current record retention schedule. We continue to work on updating our orientation programs and developing core competency training for our patron service positions.

Rachel Thomas
Patron Services Supervisor

Personnel

Gretchen Vork, our Library Services Coordinator (LSC) for Paynesville and Belgrade passed away in January. Gretchen was with GRRL for nearly 26 years, and we are deeply saddened by this loss. She was a talented musician and creative LSC. She was innovative, intelligent, and passionate about her work. We are all missing her.

We have several new staff members. In November, the Melrose staff welcomed Amanda Peterson as a Library Aide. Brandi Zinnel joined the St. Cloud staff as a library intern. Within the internship, Brandi will have the opportunity to work with circulation, patron services, and technical services. In December, Sarah Clauson and Brenda Bruner joined the St. Michael staff as Library Aides. Oliver Rittmann returned to Great River in the St. Cloud Circulation department as a Circulation Aide, and Andrea Prow moved from a Circulation Aide substitute to a regular scheduled Circulation Aide position.

21st Century Community Learning Centers

United Way of Central Minnesota with the St. Cloud area school district and Sauk Rapids-Rice school district received a three-year grant administered by the Minnesota Department of Education, titled 21st Century Community Learning Centers (21CCCL). The purpose of the grant is to provide afterschool programming that improves the educational outcomes of students and meets the needs of the whole child, including family needs. They are contracting with Great River to provide programming and resources at 10 centers in the St. Cloud area. St. Cloud staff will be providing STEM maker space kits,

pop-up libraries, and conversation circles. We are all looking forward to this project and confident that a lot of goodwill come from the work of all involved.

Jami Trenam
Associate Director – Collection Development

Acquisitions Module

After months of preparation, the Acquisitions Module is now live in Horizon. The first step is to begin pulling in catalog records into Horizon, and the first orders leveraging the new system were placed early this month.

At this point, 2020 materials funds are being encumbered using the new program, but we are also maintaining the old system to ensure the new program is working as expected. The first order records using the new tool were imported in early January. As those orders arrive, we will begin to receive the materials using the new module. Because this work impacts Technical Services, Collection Development and Accounting, we are implementing in stages and assessing the workflow. The next steps include learning how to receive items, expend funds, and run reports using the new system.

While the bulk of my time is being spent on learning the system and developing procedures, this investment will result in stronger efficiencies over time.

Building Reports January 2020

**Brandi Canter
Lead Patron Services Supervisor**

Cold Spring

I recently sent a letter to Cold Spring City Administrator Brigid Murphy regarding the facility assessment included in last fall's Library Development Plan. At the November 26, 2019, city council meeting, the City of Cold Spring discussed moving forward with an RFP for a new fire hall with an option for a police department. The council set a goal to break ground on the new fire hall in spring 2021.

As a reminder, the City of Cold Spring has put forward a plan to expand the library so it would better meet current and future needs. The first step of the project is to build a new fire hall so the new, larger library can be built where the current fire hall is located.

Delano

The Delano Friends of the Library are working on a beautification project to install three graphic panels illustrating key points of historical interest on Railroad Avenue. These panels are part of a larger project celebrating Delano's history. Their goal is to have it installed in the spring.

Library staff are working closely with the city to monitor issues with the library's toilets in an effort to identify specific issues causing backups. The city has called in contractors to check the plumbing, and so far, they haven't been able to identify the source of the issue.

Kimball

The Library Building Committee continues to meet monthly. The floorplan and finishes have been approved, and the city is on track to move forward with an RFP in January. The City of Kimball would then approve contracts in March in order to start construction as soon as the ground thaws.

Howard Lake

I recently sent a letter to City Administrator Nick Haggemiller regarding last year's facility assessment. Since then, Nick has been in contact with Karen Pundsack, myself, and Library Services Coordinator (LSC) Sara Koivisto, to discuss current plans with the facility as well as ways the city can work with GRRL to increase borrower numbers and circulation. Additionally, the city has budgeted \$75,000 to address remaining facility issues that are part of the air quality analysis in 2019.

Sara and I will be meeting with Nick and other city staff on January 13 to talk more about how the city and GRRL can work together to build programs and services for the Howard Lake library.

Monticello

Monticello LSC Marla Scherber has been working with the city regarding recurring issues with the public toilets overflowing. City staff are investigating causes and possible solutions, and Charlotte Graber, Council member and Monticello Library Board liaison, is also aware of the problem.

Ryan McCormick
Patron Services Supervisor

Albany

Two new display cases have arrived and are awaiting assembly. Both cases lock, which will allow the library a lot more opportunities for display. Staff is excited about the possibilities, including using the larger case for the LEGO Club's creations.

Becker

The city has completed an LED switchover for the library. Staff report the new bulbs are much brighter!

Big Lake

We have not received any update from the city regarding the pipe in the parking lot. Staff have been running water daily to try to prevent any freezing. The city has also installed a new key fob entry for access to the building.

Eagle Bend

Cold air, and even some occasional snow, has been entering the library through the building's exterior book return slot. The city is currently considering repair or replacement options, including how to ensure the return is accessible for all patrons.

Staples

This month marks the 10th anniversary of the Staples Library in its current location.

Rachel Thomas
Patron Services Supervisor

There are no building reports at this time.

**Staff Recognition Report
2020 - Quarter 1
January 1 - March 31**

First Name	Last Name	Department	Supervisor	Celebration Date	Years of Service
Chris	Church	Circulation	Blotkamp, Eric	02/11/2019	1
Tiffany	Person	Circulation	Blotkamp, Eric	02/11/2019	1
Jen	Thompson	Circulation	Strack, Sharon	02/25/2019	1
Cara	Langston	Patron Services	Vig, Neil	03/25/2019	1
Robbie	Schake	Elk River	Canter, Brandi	03/27/2017	3
Sheila	Althaus	Technical Services	Getz, Christopher	03/13/2017	3
Heavenly	Christensen	Distribution	Murphy, Aron	02/27/2017	3
Tawn	Bjornson	Little Falls/Swanville	Bruggenthies, Cindy	02/13/2017	3
Shannon	Eggerth	Little Falls/Swanville	Bruggenthies, Cindy	03/13/2017	3
Jolene	Botten	Monticello	Scherber, Marla	01/17/2017	3
Julia	Mueller	Little Falls/Swanville	Bruggenthies, Cindy	01/05/2015	5
Elizabeth	Nummela	Collection Development	Trenam, Jami	02/16/2010	10
Eric	Blotkamp	Circulation	Strack, Sharon	03/01/2010	10
Janet	Bergeson	Technical Services	Getz, Christopher	02/11/1985	35

**Promotion Report
2019 - Quarter 3 and 4
(July - December 2019)**

Last Name	First Name	Hire Date	Job Title Description	Location Description	Reports To Name	Promotion Effective Date	Previous Job Title Description	Previous Location Description
Gerads	Kimberly	05/07/2018	Senior Library Aide	Grey Eagle	Shattuck, Jennifer	10/07/2019	Library Aide	Melrose
Lauber	Jade	09/28/2015	Patron Services Librarian	Great River Regional Library	Vig, Neil	11/04/2019	Library Assistant	Little Falls /Swanville
Person	Tiffany	02/11/2019	Collection Development Assistant	Great River Regional Library	Trenam, Jami	11/04/2019	Circulation Aide	St. Cloud
Smeby	Erin	11/20/2017	Library Assistant	St. Michael	Bunting, Nancy	11/04/2019	Library Aide	St. Michael
Kuelbs	Shelly	12/09/2013	Library Services Coordinator	Clearwater/Foley	Canter, Brandi	12/30/2019	Library Assistant	Foley

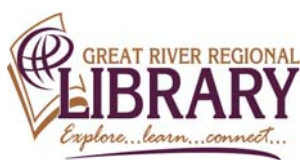
**New Hire Report
2019 - Quarter 3 and 4
(July - December)**

Last Name	First Name	Hire Date	Job Title Description	Home Department Description	Reports To Name	Location Description
Pirkl	Amy	07/01/2019	Library Assistant	Coldspring/Richmond Branch Services	Kirchoff, Jason	Cold Spring/Richmond
Parks	Todd	07/15/2019	Driver	Grrl - Distribution	Murphy, Aron	Great River Regional Library
Pudlick	Sheila	07/15/2019	Library Aide	Melrose Branch Services	Atkinson, Janet	Melrose
Derner	Brooke	07/29/2019	Library Assistant	Monticello Branch Services	Scherber, Marla	Monticello
Doran	Elizabeth	08/12/2019	Library Aide	Monticello Branch Services	Scherber, Marla	Monticello
Wolters	Clair	08/12/2019	Library Assistant	Upsala Branch Services	Erickson, Wanda	Upsala
Douglas	Symone	09/09/2019	Circulation Aide	St. Cloud - Circulation	Blotkamp, Eric	St. Cloud
Frion	Jennifer	09/09/2019	Library Aide	Elk River Branch Services	Schake, Roberta	Elk River
Pope	Krista	09/09/2019	Library Assistant	Cokato/Howard Lake Branch Svcs	Koivisto, Sara	Cokato/Howard Lake
Zongo	Delaine	09/09/2019	Circulation Aide	St. Cloud - Circulation	Blotkamp, Eric	St. Cloud
Hanan	Tiana	09/23/2019	Library Aide	Annandale/Kimball Branch Services	Asfeld, Carla	Annandale/Kimball
Lahr	Jonathan	09/23/2019	Web Developer	Grrl - Information Technology	Roos, Jayme	Great River Regional Library
Noble	Cynthia	09/23/2019	Library Assistant	Long Prairie Branch Services	Potter, Nancy	Long Prairie
Backen	Rosanna	10/21/2019	Circulation Coordinator	St. Cloud - Circulation	Thomas, Rachel	St. Cloud
Hagberg	Amy	10/21/2019	Library Assistant	Buffalo Branch Services	Wittmann, Amy	Buffalo
Anderson	Elizabeth	11/04/2019	Library Aide	Cokato/Howard Lake Branch Svcs	Koivisto, Sara	Cokato/Howard Lake
Peterson	Amanda	11/18/2019	Library Aide	Melrose Branch Services	Atkinson, Janet	Melrose
Bruner	Brenda	12/02/2019	Library Aide	St. Michael Branch Services	Bunting, Nancy	St. Michael
Coulombe	Elizabeth	12/02/2019	Library Assistant	Cokato/Howard Lake Branch Svcs	Koivisto, Sara	Cokato/Howard Lake
Clauson	Sarah	12/16/2019	Library Aide	St. Michael Branch Services	Bunting, Nancy	St. Michael
Pommerenke	Christine	12/26/2019	Library Services Coordinator	Buffalo Branch Services	McCormick, Ryan	Buffalo

Rehires					
Last Name	First Name	Rehire Date	Rehire Position and Location	Terminated Position and Location	Termination Date
Koczur	Mary	07/22/2019	Library Assistant Sub, Royalton	Library Assistant, Long Prairie	05/30/2019
Davis	Lillian	08/24/2019	Library Assistant Sub, Annandale/Kimball	Library Assistant, Annandale/Kimball	06/29/2019
Rittmann	Oliver	12/02/2019	Circulation Aide	Summer Aide, St. Cloud	08/15/2019
Wulf	Susan	12/02/2019	Library Assistant Sub, Rockford	Library Assistant, St. Michael	10/02/2019

**Termination Report
2019 - Quarter 3 and 4
(July - December)**

Last Name	First Name	Termination Date	Job Title Description	Location Description	Reports To Name	Hire Date	Years of Service
Faulkner	Abigail	07/05/2019	Communications & Development Specialist	Great River Regional Library	Johnson, Breanne	03/27/2017	2 year, 3 months
Miller	Jennifer	07/13/2019	Library Assistant	Upsala	Erickson, Wanda	03/11/2019	0 year, 4 months
Leisenheimer	Emily	07/25/2019	Circulation Aide	St. Cloud	Blotkamp, Eric	03/17/2014	5 year, 4 months
Blank	Beryl	07/26/2019	Library Aide	Grey Eagle	Shattuck, Jennifer	03/27/2017	2 year, 3 months
Cheney	Daniel	08/09/2019	Web Developer	Great River Regional Library	Roos, Jayme	11/01/2010	8 year, 9 months
Kuitunen	Emma	08/09/2019	Library Aide	St. Michael	Bunting, Nancy	07/30/2018	1 year, 0 month
Otremba	Carol	08/09/2019	Volunteer Coordinator	St. Cloud	Vig, Neil	06/11/2018	0 year, 2 months
Dawson	Shelby	08/10/2019	Library Aide	Becker/Big Lake	Burkhardt, Jeannette	06/10/2019	0 year, 2 months
Drong	Amanda	08/10/2019	Library Assistant	Long Prairie	Potter, Nancy	06/17/2019	0 year, 1 month
Franzmeier	Alyssa	08/14/2019	Summer Library Aide	St. Cloud	Kirst, Ariel	06/04/2018	0 year, 2 months
Haynes	Kari	08/15/2019	Summer Library Aide	St. Cloud	Laing, Connie	06/05/2017	0 year, 2 months
Rittmann	Oliver	08/15/2019	Summer Library Aide	St. Cloud	Laing, Connie	06/04/2018	0 year, 2 months
Stoll	Marnica	08/15/2019	Circulation Aide	St. Cloud	Blotkamp, Eric	09/25/2017	0 year, 2 months
Pidde	Kelli	08/16/2019	Senior Library Aide	Cokato/Howard Lake	Koivisto, Sara	11/02/2009	9 year, 9 months
Leisenheimer	Rachel	08/17/2019	Circulation Aide	St. Cloud	Blotkamp, Eric	10/22/2018	0 year, 9 months
Griffiths	Zachary	08/26/2019	Library Aide	Elk River	Schake, Roberta	12/31/2018	0 year, 7 months
Drew	Katie	08/28/2019	Library Aide	Little Falls/Swanville	Bruggenthies, Cindy	02/17/2017	0 year, 3 months
Buechler	Katelyn	09/04/2019	Patron Services Librarian	Great River Regional Library	Vig, Neil	10/10/2016	2 year, 10 months
Juvland	Madeline	09/06/2019	Library Aide	Annandale/Kimball	Asfeld, Carla	07/31/2017	2 year, 1 month
Muse	Hibaq	09/27/2019	Bilingual Library Cultural Navigator	Great River Regional Library	Vig, Neil	02/11/2019	0 year, 7 months
Yusuf	Hassan	09/30/2019	Bilingual Library Cultural Navigator	Great River Regional Library	Vig, Neil	02/25/2019	0 year, 7 months
Strack	Sharon	10/01/2019	Circulation Coordinator	St. Cloud	Thomas, Rachel	04/16/2012	7 year, 5 months
Wulf	Susan	10/02/2019	Library Assistant	St. Michael	Eskritt, Julie	02/25/2019	0 year, 7 months
Asfeld	Sara	10/11/2019	Collection Development Assistant	Great River Regional Library	Trenam, Jami	10/20/2010	8 year, 11 months
Douglas	Symone	11/02/2019	Circulation Aide	St. Cloud	Blotkamp, Eric	09/09/2019	0 year, 1 month
Impola	Carol	11/02/2019	Library Assistant	Cokato/Howard Lake	Koivisto, Sara	04/08/2019	0 year, 6 months
Raatz	Thomas	11/23/2019	Library Aide	St. Michael	Bunting, Nancy	06/17/2019	0 year, 5 months
Hansen	Patricia	12/19/2019	Library Assistant	Belgrade/Paynesville	Vork, Gretchen	01/23/2002	17 year, 10 months
Pommerening	Amanda	12/19/2019	Library Assistant	Becker/Big Lake	Burkhardt, Jeannette	11/05/2018	1 year, 1 month
Bastien	Cyrene	12/31/2019	Library Services Coordinator	Clearwater	McCormick, Ryan	07/07/1995	24 year, 5 months
Wittmann	Amy	12/31/2019	Library Services Coordinator	Buffalo	McCormick, Ryan	12/05/1988	31 year, 0 months



Exit Interview Summary

July 1 – December 31, 2019

Area of Question	Summary of Responses
<p>What did you enjoy most about your position?</p>	<ul style="list-style-type: none"> ❖ The hours and the atmosphere ❖ Hard working, compassionate coworkers, friendly community and the opportunity to use my skills as a children's librarian ❖ Collaborating with branch staff and creative team. Opportunities to help with programs and events on the public-facing side. Special events planning and any time spent helping front-line staff. ❖ The environment, the stimulation and the intelligent and creative people. ❖ Independence ❖ Working in the Children's Room. ❖ The work environment and support from other staff. ❖ Creating useful online tools ❖ Working with my coworkers and interacting with the patrons ❖ Summer Reading Program ❖ The opportunities to get kids excited about reading! ❖ Coworkers ❖ Meeting community members, promoting the library, branch visits, working with schools, reader's advisory in the children's room, my amazing coworkers and making the summer lunch program happen ❖ I enjoyed the field of librarianship. I loved making connections with patrons and providing service and programming. ❖ Helping patrons get the items they were looking for ❖ Being able to work at my own pace and seeing all the children ❖ I loved being surrounded by books and helping patrons. ❖ Programming
<p>What would you have changed about the positions?</p>	<ul style="list-style-type: none"> ❖ Nothing ❖ Nearly all of the scheduled hours are on desk making it difficult to balance the work with programming, book displays etc. ❖ The amount of time spent in the office on a computer, secretarial duties for mgmt. ❖ Perhaps a manual to explain the duties for every job ❖ Adding another computer at our branch ❖ At times it felt as though there was a disconnect between new aides and those who have been here longer regarding how the tasks should be split up, how books should be organized on the carts etc. It would be immensely helpful to have a full time aide for training in new aides on the standardization and efficiency of processes. ❖ Nothing ❖ From a personal level, zero tech support and more content creation and management ❖ A longer break between shifts on a day that I worked at both shared branch locations ❖ More flexible hours ❖ The influx of projects sometimes was too much.

	<ul style="list-style-type: none"> ❖ Would have liked more hours ❖ Outreach opportunity scheduling ❖ More daytime hours in the schedule. ❖ Higher pay and make the work area less noisy ❖ Nothing ❖ My schedule ❖ More opportunities to brainstorm face to face with staff
Supervisor	<ul style="list-style-type: none"> ❖ Very kind and accommodating when it came to my schedule ❖ Very supportive and a wonderful mediator with the community. ❖ Poor – the reason I began searching for a new job. ❖ I loved them – the best job I ever had. ❖ Extremely helpful and flexible with my needs ❖ Fantastic and approachable. Professional and timely communicator. ❖ I liked her and her leadership. ❖ Good. Great balance of professionalism and comradery. ❖ Wonderful – so helpful and understanding ❖ She is alright ❖ Very on task and positive. ❖ No problems – she was friendly ❖ Not an effective communicator ❖ I enjoyed working with her very much. She is positive, eager to help and patient. She knows how to direct and firm, yet caring. ❖ Very knowledgeable and a good listener. I had a lot of respect for her. ❖ Very nice ❖ We got along very well! ❖ Knowledgeable and great at delegating and really thinking of ways to make the library a part of the community it serves.
Co-workers	<ul style="list-style-type: none"> ❖ All were very kind and welcoming ❖ Efficient and professional ❖ Wonderful ❖ Loved them ❖ Helpful and friendly ❖ Generally, everyone works together well and in a professional manner. ❖ Very helpful and pleasant ❖ We got along very well ❖ Fantastic – so willing to help and so friendly ❖ Awesome ❖ Positive and engaged. Some were more helpful than others. ❖ Great – very helpful ❖ Some of the best people I have ever worked with ❖ They are great. They are a positive group of people and willing to share their knowledge. ❖ Those that I worked with directly were wonderful. Others could benefit from communications training. ❖ Very nice and welcoming ❖ They were great! They were welcoming and helpful. ❖ Team players, really good at helping out with events and programs.

Benefits Utilized	<ul style="list-style-type: none"> ❖ PTO ❖ PTO, PERA and Vision ❖ PTO, Health Insurance, Dental Insurance, PERA and Flexible Spending ❖ PTO, PERA and Vision ❖ PTO, PERA and Vision ❖ PTO ❖ PTO ❖ PTO ❖ Most all that were offered ❖ PTO and PERA ❖ PTO, PERA, Health Insurance, Dental Insurance, FSA and MNDCP ❖ PTO
Benefits Needed	<ul style="list-style-type: none"> ❖ Current offerings for PT work are just. ❖ They seem to be well covered. ❖ Same number of paid holidays for all staff ❖ More benefits for PT staff or offer more FT positions so that people are able to stay at GRRL and provide for their families. Do not make any changes to the PTO policy. ❖ Shoes ❖ The benefits currently offered are good.
Wage Rates	<ul style="list-style-type: none"> ❖ Very fair ❖ Just ❖ Fair but would prefer merit based pay. ❖ Excellent ❖ Okay ❖ Wage rates for aides are neither competitive or livable. ❖ Fair ❖ Low for my department but probably fair for the region ❖ It would have been nice if aide pay was a bit higher. ❖ Too low ❖ Decent but not very competitive ❖ Decent, but more would have been nicer ❖ Comparable ❖ I would like to see them higher for aides and assistants. ❖ Wage rates and low advancement opportunities are unacceptable. ❖ Good ❖ Could be higher. ❖ Above average

Training	<ul style="list-style-type: none"> ❖ Well done ❖ The online orientation training is difficult to accomplish when there is other work to be done right away. Training in some areas such as reference and programming could be more extensive for library assistants. ❖ I didn't receive much training. ❖ I could have used more. ❖ Okay ❖ It would be wonderful if there was just one aide doing the Wally training and one aide training in new aides on shelving to ensure that everyone is taught how to do things in a similar way. ❖ Good ❖ Liked how the culture encouraged it ❖ Good opportunities and I enjoyed All Staff Days ❖ Non-existent ❖ Good but not significant ❖ Lots of options, not enough time ❖ Very impressive ❖ I would like to see more job specific training opportunities for staff who work behind the scenes. ❖ Good ❖ Very good from the start. ❖ Thorough
Morale in Dept/Branch	<ul style="list-style-type: none"> ❖ Upbeat and fun ❖ Good ❖ Poor but I do appreciate my colleagues very much. ❖ Good ❖ Okay ❖ Most everyone gets along and communication is good. ❖ Good and consistently supportive ❖ I thought it was good ❖ Always very good ❖ Low ❖ Excellent! ❖ Good, everyone seems to get along ❖ Not great. Lots of frustration about lack of communication from supervisors. ❖ Excellent ❖ Overall, staff believe that what the Library does is important and what they do has a positive impact but some staff distract others from work while loudly discussing non-work related topics. ❖ High ❖ Excellent! ❖ Great River Regional Library

Work Hours	<ul style="list-style-type: none"> ❖ Very reasonable ❖ Enough for me, but sometimes insufficient to cover the needs of the branch ❖ Fine ❖ Loved them ❖ Okay ❖ I understand the 28-hour rule but it's a barrier for staff who would like to work more hours. ❖ Good ❖ Fine ❖ Very reasonable and they worked well with all of my schedules ❖ Too many ❖ Reasonable, but I wish they were consistent rather than rotating. ❖ Okay but would have liked more ❖ Frustrating. Very little flexibility. ❖ I wish there were more opportunities for employees to work over 28 hours and personally, I would have liked more daytime hours. ❖ I enjoyed them and the flexibility allowed for my work schedule. ❖ Decent ❖ Sufficient ❖ Great River Regional Library
Working Conditions	<ul style="list-style-type: none"> ❖ Very positive for the most part ❖ Very nice ❖ Wonderful ❖ Okay ❖ It's a bright and welcoming place. ❖ Good ❖ At times it was cold ❖ Perfectly fine. I never felt endangered or harassed at any time. ❖ Demanding ❖ Great! ❖ Good ❖ Security issues are bad. ❖ Excellent ❖ Too noisy – distracting and hard to handle. ❖ Very good ❖ Pleasant! ❖ Great River Regional Library

Reasons for leaving?	<ul style="list-style-type: none"> ❖ Going to college ❖ I found a job closer to my home that is related more to my recent field of study. ❖ Found a new job. ❖ Medical and personal reasons ❖ I needed health insurance and found other employment that offered it. ❖ Hired as a full time teacher elsewhere. ❖ School ❖ Found a job much closer to home that fit my personal life better ❖ I need to focus on my school and was offered a different job with very flexible hours. ❖ Found alternative employment ❖ End of temporary assignment ❖ End of temporary assignment ❖ I was not very optimistic that the scheduling changes would get implemented or any of the other issues I was concerned about were going to change for the better. ❖ My schedule of mainly evening hours no longer works with my family's needs. ❖ Accepted another position because of the low pay here and not feeling like I was a valued employee. ❖ I need a full time job ❖ Husband's retirement and relocation to another state. ❖ Moving
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Responses Submitted	Number of Responses	Number of Separations
Library Services Coordinator	0	2
Library Assistant	4	6
Library Aide/Circulation Aide	10	15
Distribution Staff	0	0
Patron Services/Circulation Public Service	1	5
Administration / Office Support	2	2
Library Support Staff	1	1
Substitute Staff	0	0

Please Note:

The number of responses may vary from the number of separations for two (2) reasons:

1. *GRRL does not require the completion of an Exit Interview Form by staff leaving the organization*
2. *Responses are often received after an employee has left the organization. Therefore, some responses may be reported in this reporting period but the actual separation occurred prior to this reporting period OR some responses may not have been received as of the date this summary was prepared.*



Library Facility Security Audits Summary

Submitted by Julie Schmitz, Associate Director – Human Resources

BOARD ACTION REQUESTED

☒ Information

☐ Discussion

☐ Approve/Accept

RECOMMENDATION

Review summary of 2019 Library Facility Security Audits.

BACKGROUND INFORMATION

☒ Supporting Documents Attached

- GRRL Summary of Library Facility Security Audits

The Library Safety & Security Committee developed and approved a Library Facility Security Assessment Checklist in 2019. Safety & Wellness Team members conducted audits in all 32 libraries. The purpose of the audits is to identify areas where we can improve our safety and security efforts.

FINANCIAL IMPLICATIONS

Estimated Cost: \$

Funding Source:

Budgeted: ☐ Yes ☐ No ☐ N/A

ACTION

☐ Passed

☐ Failed

☐ Tabled

GRRL Summary of Library Facility Security Audits

The Library Safety & Security Committee recommended that the Safety & Wellness Team conduct security audits of all GRRL libraries. The purpose of the audits is to identify areas where we can improve our safety and security efforts. The audits were conducted between August and October 2019 using the Library Facility Security Assessment Checklist developed and approved by the Library Safety & Security Committee. The results of the audit include the following:

Perimeter Security Review

- The audits assessed lighting at the entrances and in the parking lots. Of the 32 libraries audited, two do not have lighting at the entrance. However, these libraries do have lighting on the sidewalk which is adequate. Three libraries were identified as not having adequate lighting in the parking lot.
- At least nine libraries are unable to see the parking lot from inside the library.
- Bushes and shrubs at the exits and entrances were not an issue at the libraries, with the exception of one library where there are bushes in an elevated area by the entrance.
- A couple libraries experience some loitering at their entrances.
- While some libraries have potentially problematic neighbors, such as bars, apartment complexes, group homes, or a liquor store, no particular issues were noted.
- All libraries have exterior doors that close properly and lock tightly.
- The grounds around all of the libraries are free of trash and debris.
- Patron entry is restricted to one door in all libraries except three.
- St. Cloud is the only library with a loading dock.

Facility Security Review

- The audit indicates that all areas in all of the libraries are well lit.
- Except for St. Cloud, no libraries have a PA system.
- Only a couple libraries have cameras inside the building. A few others have cameras outside the library.
- Nine libraries have a separate entrance for staff. Staff use the same entrance as patrons at the majority of libraries.
- Waite Park is the only library where staff are unable to see patrons as they enter the library.
- All libraries are keeping their cash box and other valuables secured.

HR, Security, Emergency, Evacuation Policy and Procedure Review

- Staff at 12 libraries were not wearing GRRL nametags.
- All libraries have a Red Safety Manual. Staff at one library did not know where the Red Safety Manual is located.
- Staff work alone in the building at 25 of the libraries.
- Twelve libraries have not been checking their fire extinguishers on a monthly basis. In addition, 14 libraries have not trained staff on the use of a fire extinguisher.
- Five libraries have a panic button.

- Four libraries do not have Rules of Conduct posted for patrons.
- Most libraries report they do not have troublesome patrons but all staff are made aware through email, wiki, or word of mouth.
- Very few libraries had mirrors installed to see hidden areas. Some libraries would benefit from having mirrors installed; however, it is not feasible to place mirrors in all libraries.

Vendor Management Procedures

- All libraries restrict and monitor access to the building for vendors and volunteers.

Facility First Aid Procedures

- Of the 32 libraries, 16 have access to an AED machine. Most staff at libraries with an AED have not been trained on its use.
- All libraries have a first aid kit, flashlights and a phone to dial 911.
- Two libraries have a sharps container.

Law Enforcement and Fire Department Interactions

- Twenty libraries have local law enforcement that patrols the library.
- Most libraries indicate they have a quick emergency response from law enforcement.

Emergency and Security Drills

- Thirteen libraries have reviewed their active threat plan with law enforcement. Twenty-two libraries have reviewed the active threat plan with staff.
- Twenty-three libraries have a lockable room to hide in if there is an active threat in the library.

Opportunities for Improvement:

- LSCs connect with local law enforcement
- Provide AED machines where needed and train staff
- Facilitate a process to check fire extinguishers and provide staff training
- Require that all staff wear their GRRL nametag when working
- Install mirrors in libraries that would benefit from them
- Ensure all libraries have Rules of Conduct posted
- Consider security when building new libraries



Cumulative Recovery:

Great River Regional Library

April 2000 through December 2019

Accounts Submitted:	51,958
Dollars Submitted:	\$3,252,129.74
Cash Recovery:	\$1,168,385.26
Material Recovery:	\$922,077.45
Waives:	\$162,313.70
<u>Recovery Total:</u>	<u>\$2,252,776.41</u>

Percentage of Recovery: **69.27%**

Total Invoice Amount: **\$464,724.20**

Total ROI: **5:1**

Asset ROI: **4:1**

Please note, for the purposes of these reports the term 'Asset' will refer to the recovery of Materials and Cash.



Great River Recovery by Quarter:

Jan 1 - Mar 31, 2019

Accounts Submitted: 680
Dollars Submitted: \$58,284.87
 Cash Recovery: \$14,675.73
 Material Recovery: \$9,554.47
 Waives: \$3,687.21
Recovery Total: \$27,917.41

Total Invoice Amount: \$6,086.00

Total ROI: 5:1

Asset ROI: 4:1

Apr 1 - Jun 30, 2019

Accounts Submitted: 469
Dollars Submitted: \$39,653.76
 Cash Recovery: \$12,613.94
 Material Recovery: \$9,153.67
 Waives: \$4,095.65
Recovery Total: \$25,863.26

Total Invoice Amount: \$4,197.55

Total ROI: 6:1

Asset ROI: 5:1

Jul 1 - Sep 30, 2019

Accounts Submitted: 508
Dollars Submitted: \$45,973.15
 Cash Recovery: \$7,334.75
 Material Recovery: \$8,721.39
 Waives: \$3,577.31
Recovery Total: \$19,633.45

Total Invoice Amount: \$4,546.60

Total ROI: 4:1

Asset ROI: 4:1

Oct 1 - Dec 31, 2019

Accounts Submitted: 749
Dollars Submitted: \$69,759.29
 Cash Recovery: \$7,752.32
 Material Recovery: \$13,386.18
 Waives: \$3,139.54
Recovery Total: \$24,278.04

Total Invoice Amount: \$6,703.55

Total ROI: 4:1

Asset ROI: 3:1

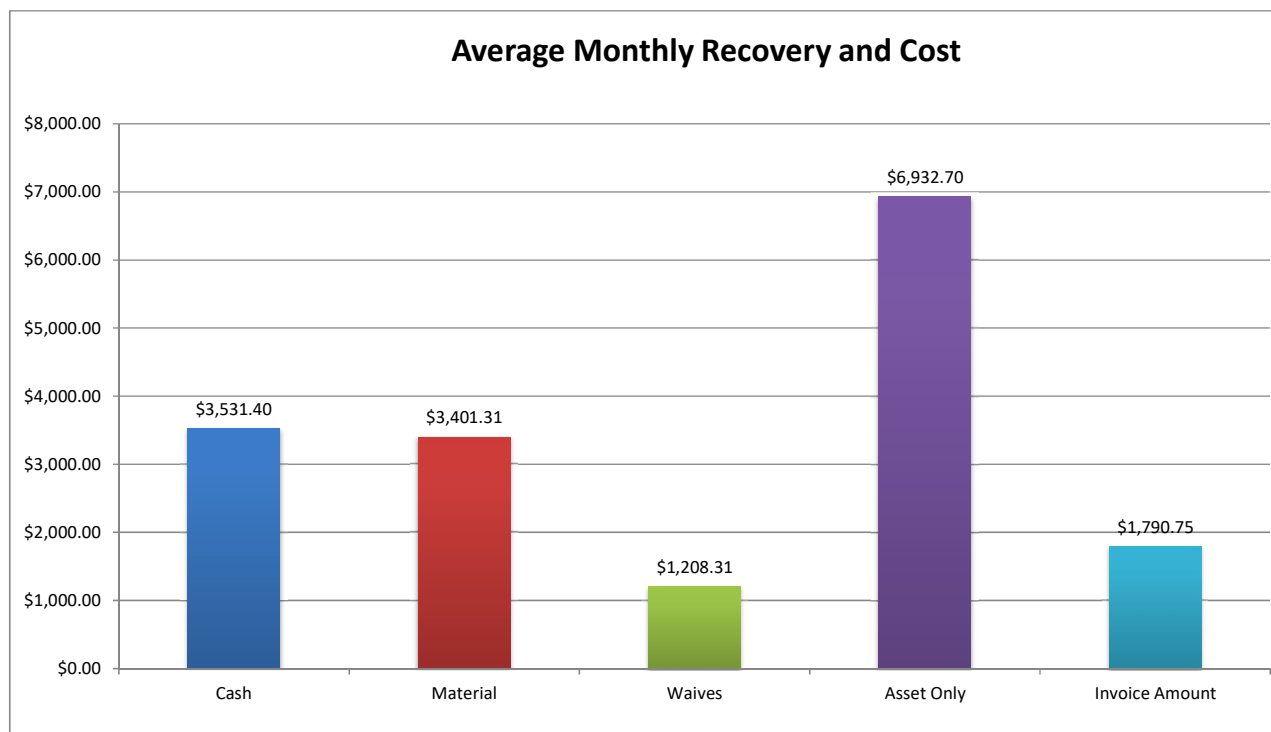
Please note, for the purposes of these reports the term 'Asset' will refer to the recovery of Materials and Cash.



Monthly Recovery Statistics: Great River Regional Library

1/2019 Through 12/2019

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
December-19	\$2,322.25	\$5,107.99	\$1,162.90	\$8,593.14	\$7,430.24	\$2,291.20
November-19	\$2,546.78	\$4,134.50	\$1,085.40	\$7,766.68	\$6,681.28	\$2,067.45
October-19	\$2,883.29	\$4,143.69	\$891.24	\$7,918.22	\$7,026.98	\$2,327.00
September-19	\$3,555.25	\$3,656.72	\$1,559.07	\$8,771.04	\$7,211.97	\$1,843.70
August-19	\$1,626.34	\$2,887.67	\$537.69	\$5,051.70	\$4,514.01	\$1,414.10
July-19	\$2,153.16	\$2,177.00	\$1,480.55	\$5,810.71	\$4,330.16	\$1,288.80
June-19	\$3,707.38	\$2,709.65	\$2,378.76	\$8,795.79	\$6,417.03	\$1,244.05
May-19	\$4,432.84	\$2,821.49	\$781.47	\$8,035.80	\$7,254.33	\$1,557.30
April-19	\$4,473.72	\$3,622.53	\$935.42	\$9,031.67	\$8,096.25	\$1,396.20
March-19	\$5,048.23	\$2,940.54	\$1,466.26	\$9,455.03	\$7,988.77	\$1,351.45
February-19	\$5,302.21	\$3,457.53	\$1,220.36	\$9,980.10	\$8,759.74	\$1,575.20
January-19	\$4,325.29	\$3,156.40	\$1,000.59	\$8,482.28	\$7,481.69	\$3,132.50
Total	\$42,376.74	\$40,815.71	\$14,499.71	\$97,692.16	\$83,192.45	\$21,488.95
Average	\$3,531.40	\$3,401.31	\$1,208.31	\$8,141.01	\$6,932.70	\$1,790.75
						Total ROI: \$5:1



Revenue Recapture, Minnesota Department of Revenue

1/1/19 - 12/31/19

Accounts Reviewed in 2019:	80
Accounts Submitted in 2019:	64
Dollars Submitted in 2019:	\$ 23,300.64
Cash Recovery (incl. from older accounts submitted):	\$ 8,430.49
Material or Cash Recovery:	\$0.00

Recovery Total:	\$ 8,430.49
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Total Outstanding from previous accounts submitted:	-
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Percentage of Recovery:	-
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Database cost:	\$ 2,279.88
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Total ROI:	4:1
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Central Minnesota Libraries Exchange Resolution Proposal

Submitted by Karen Pundsack, Executive Director

BOARD ACTION REQUESTED

☐ Information

☐ Discussion

☒ Approve/Accept

RECOMMENDATION

Ask the Minnesota Commissioner of Education to reconsider the boundaries of Central Minnesota Libraries Exchange.

BACKGROUND INFORMATION

☒ Supporting Documents Attached

- East Central Regional Library resolution passed on January 13, 2020 and background documents
- Proposed GRRL resolution

FINANCIAL IMPLICATIONS

Estimated Cost: \$

Funding Source:

Budgeted: ☐ Yes ☐ No ☒ N/A

ACTION

☐ Passed

☐ Failed

☐ Tabled

Prepared for the East Central Regional Library Board
1/13/2020

Resolution

Whereas East Central Regional Library (ECRL) is one of the two regional public library systems responsible for the governance of the multicounty, multitype library system Central Minnesota Library Exchange (CMLE) as established under Minnesota Statute 134.351 subd. 4 part b;

Whereas ECRL serves Aitkin, Chisago, Isanti, Kanabec, Mille Lacs and Pine counties;

Whereas ECRL believes in utilizing public funds efficiently;

Whereas Minnesota Statute 134.351 gives responsibility for establishing the geographic boundaries of multicounty multitype systems to the Commissioner of Education;

Now, therefore, be it resolved that the Board of Directors of East Central Regional Library, hereby requests the Commissioner of Education to examine the existing boundaries of CMLE and recommends establishing two multicounty multitype systems whose boundaries align with the existing regional public libraries systems of East Central Regional Library and Great River Regional Library.

Background:

State of Minnesota currently has seven multicounty multitype library systems established as allowed by Minnesota Statute 134.351

134.351 MULTICOUNTY, MULTITYPE LIBRARY SYSTEMS.

§

Subdivision 1. Establishment.

The commissioner of education, upon the advice of the Advisory Council to the Division of State Library Services, may approve the establishment of multicounty, multitype library systems and the geographic boundaries of those systems.

Subd. 2. Services.

Each multicounty, multitype library system is encouraged to develop services including, but not limited to the following: referral of users, intrasystem reciprocal borrowing, cooperative collection development, cooperative reference services, staff development, research and development, cooperative storage facilities, publicity and community relations.

Subd. 3. Agreement.

In order for a multicounty, multitype library system to qualify for planning, development, or operating aid pursuant to sections [134.353](#) and [134.354](#), each participating library in the system shall adopt an organizational agreement providing for the following:

- (a) Sharing of resources among all participating libraries;
- (b) Long-range planning for cooperative programs;

Prepared for the East Central Regional Library Board
1/13/2020

- (c) The development of a delivery system for services and programs;
- (d) The development of a bibliographic database; and
- (e) A communications system among all cooperating libraries.

Subd. 4. Governance.

(a) In any area where the boundaries of a proposed multicounty, multitype library system coincide with the boundaries of the regional library system or district, the regional library system or district board shall be designated as the governing board for the multicounty, multitype library system. In any area where a proposed multicounty, multitype library system encompasses more than one regional library system or district, the governing board of the multicounty, multitype library system shall consist of nine members appointed by the cooperating regional library system or district boards from their own membership in proportion to the population served by each cooperating regional library system or district. In each multicounty, multitype library system there shall be established an advisory committee consisting of two representatives of public libraries, two representatives of school media services, one representative of special libraries, one representative of public supported academic libraries, and one representative of private academic libraries. The advisory committee shall recommend needed policy to the system governing board.

(b) Upon recommendation from its advisory committee, a multitype library cooperation system governing board may choose to reconstitute the governance of the multitype system by the creation of a combined board which replaces the previous governing board and advisory committee. A combined board shall consist of five or seven citizens, not employed in library or information services, and four library or information service workers. The constituent regional public library system boards shall select the citizen members from the at-large population of the region. In any area where a multicounty, multitype library system encompasses more than one regional public library system, cooperating regional system boards shall appoint citizen members of the combined board members in proportion to the population of each cooperating regional system. The combined board members who are library and information workers shall be selected, one from each type of library: academic, public, school, and special. Governing board members of the combined board shall serve two-year terms for no more than three successive terms with the members of the first combined board serving one- and two-year terms as determined by lot with a simple majority serving for two years. Elections shall be pursuant to the adopted bylaws of the multitype system and may provide additional requirements to those in this section. New combined governing boards shall take effect at the beginning of the fiscal year, July 1, and shall continue the authority, ownership, and obligations of the previously constituted multitype system in its region.

CMLE Board governing board is comprised of eleven members (part b) as follows:

- Two appointees from East Central Regional Library Board
- Five appointees from Great River Regional Library Board
- 1 representative from each of the following types of libraries:
 - Special
 - Academic
 - School
 - Public

Prepared for the East Central Regional Library Board
1/13/2020

ECRL appointees and GRRL appointees have expressed for years concerns regarding the high cost of constituting a governing Board, conducting an audit and other administrative expenses for CMLE and the inefficiencies and confusion of having another structural layer to library services in the region.

ECRL appointees have also expressed concerns that CMLE, headquartered in St. Cloud, is geographically challenged to provide services to the counties that make up East Central Regional Library, resulting in less service and/or East Central Regional Library providing needed assistance. Some current examples include:

- ECRL provides delivery to Pine Technical College and arranges resource sharing for Anoka Ramsey Community College
- ECRL provides resource sharing with the library at the Rush City jail
- ECRL works with schools and school libraries to share its resources through institutional agreements
- ECRL works with school media specialists to provide training for staff and students on e-resources

Additionally, ECRL has staff in communities throughout the region, developing relationships and partnerships with school media centers, academic libraries and special libraries where they exist. ECRL is already poised and at the ready to offer other needed services to these libraries. Geographically, the needs of libraries in mostly rural East Central Minnesota are likely quite different than the needs of the more metropolitan area of St. Cloud, where CMLE is headquartered.

Resolution asks the Commissioner of Education, who has the authority to establish boundaries of MCMT system in statute, to examine the existing boundaries and recommends splitting CMLE into two MCMT systems. Statute also allows for the MCMT systems to merge with the regional public library system if the boundaries are contiguous. This has already been done in three of the existing MCMT systems in the state (Arrowhead, SELCO/SELS and Travers de Sioux).

PROS:

- Better services to all libraries in the counties of Aitkin, Chisago, Isanti, Kanabec, Mille Lacs and Pine, resulting in better service to citizens in those counties.
- Efficiencies – elimination of separate CMLE Board and related expenses, elimination of overhead costs (audit, lease, etc.), reduction in staff cost of travel to member libraries.
- Eliminate confusion regarding library structure in the region

CONS:

- Funding – would need legislation (or another solution) to hold harmless other MCMT systems as the addition of another system would split existing funding resulting in losses to other systems
- Additional responsibilities for ECRL

Central Minnesota Libraries Exchange Resolution

WHEREAS Great River Regional Library (GRRL) is one of the two regional public library systems responsible for the governance of the multicounty, multitype library system Central Minnesota Libraries Exchange (CMLE) as established under Minnesota Statute 134.351 subd. 4 part b;

WHEREAS GRRL serves Benton, Morrison, Sherburne, Stearns, Todd, and Wright counties;

WHEREAS GRRL believes in utilizing public funds efficiently;

WHEREAS Minnesota Statute 134.351 gives responsibility for establishing the geographic boundaries of multicounty multitype systems to the Commissioner of Education;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Great River Regional Library, hereby requests the Commissioner of Education to examine the existing boundaries of CMLE and recommends establishing two multicounty multitype systems whose boundaries align with the existing regional public libraries systems of East Central Regional Library and Great River Regional Library.

ADOPTED BY THE GREAT RIVER REGIONAL LIBRARY BOARD OF TRUSTEES THIS 21ST DAY OF JANUARY 2020.

Board President

ATTEST:

Board President

Central Minnesota Libraries Exchange Board

January 2020 – June 2021 Appointment

2019 Central Minnesota Libraries Exchange Board GRRL Representatives

<i>Jayne Dietz</i>	<i>GRRL appointed 01/2019</i>	<i>Final term expires 06/30/2025</i>
<i>Mary Eberley</i>	<i>GRRL appointed 11/2015</i>	<i>Final term expires 06/30/2020</i>
<i>Karlyn Forner</i>	<i>GRRL appointed 01/2019</i>	<i>Final term expires 06/30/2025</i>
<i>Leigh Lenzmeier</i>	<i>GRRL appointed 06/2018</i>	<i>Final term expires 06/30/2024</i>
	<i>(complete McCarty term 01/2017 – 12/2018)</i>	
<i>Gloria Palmer</i>	<i>GRRL appointed 11/2013</i>	<i>Final term expired 06/30/2019</i>

CMLE Bylaws excerpts:

Article II. ORGANIZATION

Section 1. Purpose

The purpose of the Central Minnesota Libraries Exchange is to encourage, develop, and expand cooperative activities among all libraries; such activities to include but not be limited to sharing of resources, strategic planning for cooperative programs, a delivery system for services and programs, a bibliographic database, and a communications system.

Article III. GOVERNING BOARD

Section 1. Governing Board Membership

Subdivision 1. Number and Type

The governing body of the Central Minnesota Libraries Exchange is composed of eleven members. Seven of the members shall be citizen representatives representing the East Central Regional Library System and the Great River Regional Library System. The number of representatives from each library system shall be determined in proportion to population, with a minimum of two citizen representatives from the East Central Regional Library System. Four of the Governing Board members shall be library workers representing each of the following four types of libraries: academic libraries, public regional libraries, school media centers and special libraries.

Subdivision 4. Term of Office

The term of office of Governing Board members shall be two years. No Governing Board member shall serve more than three full consecutive terms. A former Board member can be reappointed after a lapse of one year. If a member is appointed to serve an unexpired term of office, it shall be considered a full term of office.

Board terms will run with the CMLE fiscal year, not the calendar year. To catch up, all terms scheduled to end at end of 2017 can be extended to June 30, 2018. All term of service after that will run July 1 through June 30 of the next calendar year.

This Board meets four times per fiscal year:

September 11, 2019; December 11, 2019; March 11, 2020; June 10, 2020.